



cedarhurst  
CENTER FOR THE ARTS

# WORK WEEK RENTALS

DAYTIME EVENTS THAT TAKE PLACE MONDAY - FRIDAY DURING BUSINESS HOURS, ENDING BY 5:00 PM

## Welcome to Cedarhurst facilities!

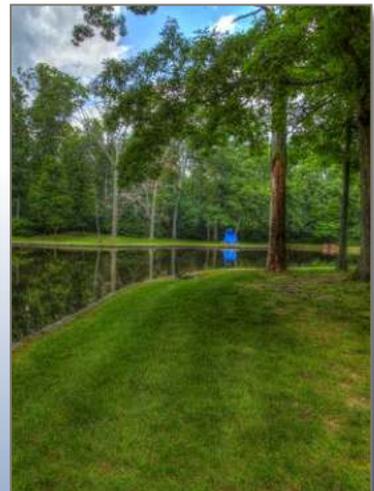
Located in Mt. Vernon, Illinois, Cedarhurst Center for the Arts is a cultural mecca spread over 80 acres. Our beautiful buildings and picturesque property create the perfect setting for all types of corporate events.

Cedarhurst has hosted training seminars, community luncheons, company retreats, and even mid-sized conferences. Four different venues offer different style and sizing capacities - from 10 to 400 - and our friendly events team helps ensure that your event comes to life just the way you planned.



## Learn more about our venues, rates, and availability:

Courtney Kabat, Director of Visitor Engagement  
618-242-1236 ext. 222 | [courtney@cedarhurst.org](mailto:courtney@cedarhurst.org)  
[cedarhurst.org/facility-rental](http://cedarhurst.org/facility-rental)



# WORK WEEK RENTALS

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## Our venues

Cedarhurst strives to be a resource for southern Illinois businesses. We have a variety of venues and facilities that can be utilized for professional development and recruitment. All rentals include table and chair setup, sound systems and projector (where available), on-site parking, and on-site event coordinator.

### MITCHELL MUSEUM, p3-4

Classic marble columns create a stunning visual as you enter the Cedarhurst campus, and a contemporary expansion added in 2008 provides open spaces and state-of-the-art amenities. Accommodates events up to 400 people.



### SCHWEINFURTH HOUSE, p5

This contemporary home is open and spacious. Tucked at the north end of the museum campus and surrounded by wooded areas, the Schweinfurth House offers ample privacy. Accommodates events up to 150 people.



### MITCHELL HOUSE, p6

This historic home belonged to Cedarhurst founders John and Eleanor Mitchell, and their charm and style radiates throughout. Accommodates events up to 75 people.



### SCULPTURE PARK, p7

Referred to as the outdoor gallery at Cedarhurst, this 80-acre park features more than 60 large-scale sculpture, two ponds, wooded areas, and walking trails. Accommodates events of all sizes.



### POLICIES AND PROCEDURES, p8-12

### RENTAL CONTRACT, p13

# WORK WEEK RENTALS

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## ABOUT THE VENUE

The Mitchell Museum's traditional marble facade welcomes attendees as they drive onsite, and a contemporary expansion added in 2008 provides open spaces and state-of-the-art amenities once inside. This unique venue includes three separate spaces: the Grand Corridor, Performance Hall, and Back Patio.

## CAPACITY

Performance Hall  
280 meeting  
300 reception  
Grand Corridor  
125 reception  
Back Patio  
125 reception

## BUILDING AND RENTAL AMENITIES

Table and chair setup - includes long tables (8 ft), round tables (60 in), and bistro tables (36 in)  
Moveable room dividers to create breakout space  
On-site parking for up to 100 vehicles  
25-foot stage  
2 10-foot projector screens, 4k capabilities  
Wifi capabilities  
Outdoor patio space  
Art galleries  
80-acre sculpture park with walking trails

\* Renter coordinates catering and decor

\* This building and all galleries are open to the public  
Tuesday-Saturday 10 am to 5 pm and Sunday 1 to 5 pm

## MITCHELL MUSEUM

## BASE PRICING

**\$1,000** Full day  
Up to 8 hours  
**\$500** Half day  
Up to 4 hours

## ADD-ON AMENITIES

**\$500** Prior day setup  
Building privileges til 7 pm  
**\$500** Additional venue -  
utilize the on-site House  
facilities for breakout  
sessions  
**\$100** Board Room rental  
**\$100** Kitchen rental  
**\$100** After-hours access  
(arrival prior to 8 am or  
event lasts past 5 pm)  
**\$200** Steinway grand  
piano  
**\$15/each** Table linens -  
available in black or white  
**Varies** Museum tour or art  
instruction for attendees

\* Multi-day rates available

\* Nonprofits receive 30%  
discount (See Special Events  
pricing for fundraisers and  
special occasions)



# CORPORATE RENTALS

## ABOUT THE VENUE

In addition to the larger meeting and reception venues outlined on page 3, the Mitchell Museum features a private board room that can be rented for planning meetings, negotiations, and other smaller gatherings.

Also available is the museum's commercial kitchen, with ample space for food preparation. First-class amenities include convection ovens, high-speed dishwasher, gas stove, walk-in refrigerator, and more.

## CAPACITY

Board Room  
10 at conference table

Commercial Kitchen  
5 for meal prep

## BUILDING AND RENTAL AMENITIES

On-site parking  
Wifi capabilities  
Five art galleries  
80-acre sculpture park with walking trails

*\* Renter coordinates catering, decorating, & bev service*

*\* This building and all galleries are open to the public Tuesday-Saturday 10 am to 5 pm and Sunday 1 to 5 pm.*

## MITCHELL MUSEUM

## BASE PRICING

### Commercial Kitchen

**\$150** Full day  
Up to 8 hours

### Board Room

**\$150** Full day  
Up to 8 hours

*\* Multi-day rates available*

*\* Nonprofits receive 30% discount (See Special Events pricing for fundraisers and special occasions)*



# WORK WEEK RENTALS

DAYTIME EVENTS THAT TAKE PLACE MONDAY - FRIDAY DURING BUSINESS HOURS, ENDING BY 5:00 PM

## ABOUT THE VENUE

Tucked at the north end of the Cedarhurst campus, this contemporary home is open and spacious. Visitors enter into a glass atrium with long, spacious rooms on either side. The dining room and atrium open to a back yard with pond. The Schweinfurth House is accessible and convenient, with wide doorways, multiple restroom facilities, and onsite meeting room and breakout spaces. The building is great for trainings, mid-sized meetings, and company retreats.

## CAPACITY

Indoors

75 meeting  
150 reception

Back Lawn

150 reception

## BUILDING AND RENTAL AMENITIES

Table and chair setup - includes long tables (8 ft), round tables (60 in), and bistro tables (36 in)  
On-site parking for up to 32 vehicles  
On-site kitchen  
1080p projector and 7-foot screen  
Sound system  
Wifi capabilities  
Multiple restrooms  
On-site board room  
Breakout space  
Outdoor area with water feature  
80-acre sculpture park with walking trails

\* Renter coordinates catering and decor

## SCHWEINFURTH HOUSE

## BASE PRICING

**\$750** Full day  
Up to 8 hours

**\$400** Half day  
Up to 4 hours

## ADD-ON AMENITIES

**\$250** Prior day setup  
Building privileges til 7 pm

**\$250** Additional venue -  
utilize our on-site Mitchell  
House for additional  
breakout space

**\$100** After-hours access  
(arrival prior to 8 am or  
event lasts past 5 pm)

**\$15/each** Table linens -  
available in black or white

**\$5/each** Place Setting

**Varies** Museum tour or art  
instruction for attendees

\* *Multi-day rates available*

\* *Nonprofits receive 30%  
discount (See Special Events  
pricing for fundraisers and  
special occasions)*



# WORK WEEK RENTALS

DAYTIME EVENTS THAT TAKE PLACE MONDAY - FRIDAY DURING BUSINESS HOURS, ENDING BY 5:00 PM

## ABOUT THE VENUE

This historic home belonged to Cedarhurst founders John and Eleanor Mitchell, and their charm and style radiate throughout. This is a great space for private meetings or small retreats.

An onsite kitchen with two refrigerators offers ample prep space for meetings and events and connects to an extra room that provides "back of the house" space.

## CAPACITY

Indoors

25 meeting  
75 reception

Back Patio

50 seated event  
100 standing reception

## BUILDING AND RENTAL AMENITIES

Table and chair setup - includes long tables (8 ft), round tables (60 in), and bistro tables (36 in)

On-site parking

On-site kitchen

Wifi capabilities

Working gas fireplace

Outdoor patio, partially covered

80-acre sculpture park with walking trails

*\* Renter coordinates catering, decorating, & bar service*

## MITCHELL HOUSE

### BASE PRICING

**\$400** Full day  
Up to 8 hours

**\$250** Half day  
Up to 4 hours

### ADD-ON AMENITIES

**\$150** Prior day setup  
Building privileges til 7 pm

**\$100** After-hours access  
(arrival prior to 8 am or  
event lasts past 5 pm)

**\$15/each** Table linens -  
available in black or white

**\$5/each** Place Setting

**Varies** Museum tour or art  
instruction for attendees

*\* Multi-day rates available*

*\* Nonprofits receive 30%  
discount (See Special Events  
pricing for fundraisers and  
special occasions)*



# WORK WEEK RENTALS

DAYTIME EVENTS THAT TAKE PLACE MONDAY - FRIDAY DURING BUSINESS HOURS, ENDING BY 5:00 PM

## ABOUT THE VENUE

Referred to as the outdoor gallery at Cedarhurst, the 80-acre Goldman-Kuenz Sculpture Park at Cedarhurst features more than 60 large-scale sculpture. The park also boasts several walking trails, wooded areas, two ponds, and abundant wildlife.

There are several event sites within the park. From board retreats to company team-building, the campus offers ample space for all types of activity.

## CAPACITY

Determined by event location

## BUILDING AND RENTAL AMENITIES

More than 60 large-scale sculpture on site  
Walking trails  
Ponds

*\* No setup provided, just our beautiful sculpture park and building facades*

*\* The Sculpture Park is open to the public Tuesday through Saturday 10 am to 5 pm and Sunday 1 to 5 pm*

## SCULPTURE PARK

### BASE PRICING

#### EVENTS <75 PEOPLE

**\$500** Full day  
Up to 8 hours

**\$250** Half day  
Up to 4 hours

#### EVENTS >75 PEOPLE

**\$750** Full day  
Up to 8 hours

**\$400** Half day  
Up to 4 hours

### ADD-ON AMENITIES

**\$150** Prior day setup  
On-site privileges til 7 pm

**\$100/hour** Building access  
for use of restrooms,  
kitchen, etc.

*\* Multi-day rates available*

*\* Nonprofits receive 30% discount (See Special Events pricing for fundraisers and special occasions)*



# CEDARHURST RENTALS

## POLICIES AND PROCEDURES

Cedarhurst Center for the Arts is pleased to offer you the use of our available facilities for educational, social, and business event purposes. As a museum, our facilities offer a unique backdrop to any event. And because we are a museum, we have the responsibility to protect the works of art at hand. The following regulations are to ensure clear communication between Cedarhurst and Renter(s), safety of our visitors, and protection of artworks.

### **AVAILABILITY AND SCHEDULING**

A request for an event reservation does not guarantee availability. If the requested date is available, Cedarhurst staff will place a tentative, two-week hold on that date. If this date is not confirmed within the two-week hold period by deposit and signed contract, the date will be released.

Consideration for each request is based upon the timing of the event in relation to Cedarhurst's activities and current availability. It is recommended that you reserve your rental at least 12 weeks in advance. Rental reservations will be accepted as early as 18 months from the event date. No rental shall extend after 12 midnight, including necessary clean up and take down time.

Cedarhurst will not rent facilities for political events, events endorsing a candidate actively running for public office, campaigning purposes, and fundraising events for other arts organizations. Cedarhurst will not rent facilities for events conducted by minors.

Cedarhurst reserves the right to refuse rentals on the basis of availability, safety, or content of the proposed event as it pertains to the Museum's overall mission or standards of quality as determined by Cedarhurst representatives. Any exceptions will be considered on a case-by-case basis.

### **DEPOSITS, BILLING, AND PAYMENTS**

In order to confirm an event reservation, a non-refundable deposit\* is required in the amount of 50% of the total quoted rental fees or \$500, whichever is less. This deposit will be applied to the remaining balance billed after your event. Failure to submit the deposit within the two-week hold period will result in the cancellation of the event reservation. Renter must provide a valid credit card number to keep on file for any damages incurred during the rental, and Cedarhurst reserves the right to recover any actual damage, repairs, or replacement. The card will not be charged for the remaining rental balance unless instructed to by Renter.

# CEDARHURST RENTALS

## **POLICIES AND PROCEDURES, cont.**

An expense estimate, detailed in an addendum to the Rental Contract, will be provided to Renter no more than two weeks after a deposit is received. The cost estimate is based on initial needs and requests and is subject to change throughout the planning process. Actual expenses - including the base rental rate, add-ons, and any additional fees - will be billed following the event.

Payments can be made by check or credit card – checks are payable to Cedarhurst Center for the Arts. Final payments are due within 10 days of receipt of invoice, following the event. Returned checks are subject to a \$25 fee plus all bank charges.

### **CANCELLATIONS AND CHANGES\***

Cancellation of event by Renter will result in forfeiture of initial deposit. In order to receive a refund of any payments paid above the initial deposit, a letter of cancellation must be received more than thirty (30) days prior to event.

To accommodate a change of date, a written request must be received by Cedarhurst 30 days prior to the event, and Renter must pay a change fee equal to 25% of rental cost or \$500, whichever is less.

It is understood and agreed upon that should Renter's event be prevented by natural disaster, health crisis, or any other cause beyond human control, Cedarhurst shall retain the deposit paid by Renter as liquidated damages. Please note Cedarhurst staff will make every effort to accommodate renters and their guests in the event of inclement weather but cannot offer a refund or alternative rental facility if the event must be cancelled due to severe or inclement weather. When renting facilities for outdoor events, we recommend Renter reserve an additional facility or provide for tents in case of inclement weather.

Cedarhurst may, at its discretion, terminate this Agreement for any reason. In the event the museum exercises its right to terminate for any reason other than default by Renter on this agreement, the museum shall refund 100% of initial deposit and any additional payments made. If Cedarhurst must terminate the Agreement due to an act of God or occurrence outside its immediate control, Cedarhurst will refund the initial deposit and any additional payments made, less a \$100 processing fee. If Cedarhurst terminates the agreement due to default by Renter on this agreement, Cedarhurst shall have no liability to Renter, and Renter shall pay unrecoverable expenses incurred by Cedarhurst including attorney's fees.

\*COVID-19 Policy: If government restrictions related to the ongoing COVID-19 pandemic force cancellation of an event, Cedarhurst will refund the initial deposit and any additional payments made, less a \$100 processing fee.

# CEDARHURST RENTALS

## **POLICIES AND PROCEDURES, cont.**

### **CONDUCT AND SECURITY**

Renter is responsible for the conduct of its representatives and guests while at Cedarhurst, which includes, but is not limited to, the responsibility for the care of the facility, care of artworks, and concern for the patrons. Safety regulations shall be in accordance with local, state and federal regulations and shall be enforced by Cedarhurst staff.

Guests must remain in the designated rental space and parking areas. Cedarhurst will indicate the square footage and capacity requirements for each rental venue. Cedarhurst complies at all times with all city/county fire ordinances and health guidelines and will not allow rental events to exceed fire/health code capacities. It is Renter's responsibility to be aware of the applicable capacity for the event and to ensure that it is not exceeded.

During all events, there will always be at least one Cedarhurst employee on duty.

Cedarhurst has the right to retain additional staff and/or security for any event for which it is deemed necessary to ensure the safety of Cedarhurst venues and collections. This decision is made at the sole discretion of Cedarhurst staff. Cedarhurst will provide additional staffing and security for an additional fee of \$25/hour per employee. Cedarhurst staff shall have complete and total access at all times and in all areas of the facility during the term of this agreement.

### **DECORATIONS AND SET UP**

Cedarhurst venues are museums, and we must place restrictions on event times and decorations to preserve and care for our collections, facilities, and visitor experience.

The Mitchell Museum and Goldman-Kuenz Sculpture Park are open 10 am to 5 pm Monday through Saturday and 1 to 5 pm Sunday. Facility hours and exhibition displays may not be interrupted or modified for rental events.

Renter should meet with Cedarhurst two weeks prior to event to determine final arrangements and setup. Renter is to provide Cedarhurst with a complete vendor list (including phone number) and delivery schedule at least one week prior to event. Rental equipment and its placement is subject to the approval of Cedarhurst to ensure Cedarhurst collections and facilities are not put at risk.

Cedarhurst staff will set up all tables and chairs for Renter and be responsible for lighting, heating and cooling, and will be on duty for security and building maintenance purposes.

Cedarhurst does not allow smoke or bubble machines, candles and open flames, decorating with paint, artificial snow, straw, hay, and glitter. The use of tape or other adhesives, nails, tacks, screws or similar articles on walls, floors, or ceilings is not permitted. Tents are allowed, but location must be approved by Cedarhurst.

All decorations must be installed without defacing the building and shall be subject to the supervision and approval of Cedarhurst staff. Objects on exhibit shall not be touched or moved under any circumstance. Arrangements and decorations may not be placed in any manner that block fire exits or impedes visitor traffic flow.

# **CEDARHURST RENTALS**

## **POLICIES AND PROCEDURES, cont.**

### **CLEAN UP AND TEAR DOWN**

All decorations, food, and equipment must be removed on the day of the event, or have previously scheduled pick-ups scheduled for the following business day. Cedarhurst does not coordinate the receiving or returning of rental items. Failure to remove all decorations, food and equipment will result in a \$300 fee.

The time scheduled for the event in the agreement includes the clean-up time. It is the responsibility of the renter to make arrangements with the caterer and other third parties to meet this deadline. If the event exceeds the time stipulated, an additional rate of \$500/hr - Mitchell Museum, \$125/hr - Schweinfurth House, \$75/hr - Mitchell House, and \$125/hr - Sculpture Park will be charged and billed to the credit card on file for the event.

All caterers must follow the cleaning checklist and instructions provided by Cedarhurst and outlined in the Cedarhurst Catering Policy.

### **MARKETING**

Except to indicate the location of the event, Renter shall not use the name or logo of Cedarhurst to promote the event without the express written consent of Cedarhurst. Under no circumstances may the Renter imply that Cedarhurst supports or endorses a cause, group, or program without the express written consent of Cedarhurst.

Cedarhurst does not provide mailing lists, marketing, or publicity for events. Cedarhurst does not have any public relations responsibility for any group, nor does it have any responsibility for generating an audience for any event occurring in the rented venue.

### **CONTRACTED LABOR AND ENTERTAINMENT**

Cedarhurst provides the venue, tables, and chairs for event, as well as any add-on amenities selected by Renter. Renter will make all arrangements and agreements with third-party contractors such as caterers, planners, photographers, and entertainers, unless other arrangements are specified in the contract. Renter is to provide Cedarhurst with a complete vendor list (including phone number) and delivery schedule at least one week prior to event.

Renter may contract with any caterer. If selected caterer is not on Cedarhurst's approved vendor list, they must read and sign Cedarhurst's Catering Policy before serving at Cedarhurst venues. Renter's caterer is responsible for clean-up related to food service and kitchen use, including any use of Cedarhurst china, silverware, glassware, etc. Cedarhurst reserves the right to determine the areas where food and beverage service is permitted.

# CEDARHURST RENTALS

## **POLICIES AND PROCEDURES, cont.**

Cedarhurst requires caterers to provide proof of liability insurance. Cedarhurst has the right to require similar proof of insurance from any other independent contractor who will be on museum grounds before, during, or after the event, and Cedarhurst has the right to refuse to allow the renter to use any independent contractor who cannot provide satisfactory proof of insurance

### **ALCOHOL**

Cedarhurst allows alcoholic beverages at rental events in accordance with specified guidelines.

All events held at the Mitchell Museum venue will utilize Cedarhurst bar services and selections based on current inventory. Cedarhurst will coordinate BASSET certified bartenders and provide disposable drinkware (renters can upgrade to glass for \$0.50 per guest) for a fee of \$55/hour. One bar staff is required for every 75 guests. Cedarhurst reserves the right to adjust the necessary number of bar staff at Cedarhurst's discretion. An open bar can be offered to guests at the Renters expense and Renters receive a 25% discount on alcohol pricing when incurring full cost of bar for their event.

Events held at the Schweinfurth House and Mitchell House venues, and events with less than 75 people in the Sculpture Park, have the option to provide and serve their own alcohol for a \$75 fee.

Cedarhurst and BASSET certified bartenders comply with all applicable state and federal laws pertaining to the serving of alcoholic beverages. Cedarhurst does not serve alcohol to minors and will not serve alcohol at events in which the majority of attendees are younger than 21 years of age.

### **DAMAGES AND LIABILITY**

Cedarhurst recommends Renters obtain their own liability insurance. Cedarhurst is not responsible for loss or damage to equipment or property owned by the Renter, its agents, employees, audiences, or guests.

In the event of damage resulting from Renter's event to Cedarhurst collections, facilities, or grounds, Cedarhurst reserves the right to charge a fee to the credit card on file following the event to cover damages. This provision is not meant to constitute the only remedy to Cedarhurst.

Renter agrees to save, defend, and hold harmless Cedarhurst Center for the Arts, The John R. and Eleanor R. Mitchell Foundation, and its agents/employees for any and all claims for damage or injury (including death) and property damages arising from Renter's use or occupancy of a Cedarhurst venue or any activity conducted by Renter on Cedarhurst property.

# CEDARHURST RENTALS

## RENTAL CONTRACT

### RENTER INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

### EVENT INFORMATION

Date/Time \_\_\_\_\_ Attendance \_\_\_\_\_

Venue \_\_\_\_\_ Base Price \_\_\_\_\_

Add-ons \_\_\_\_\_

Details \_\_\_\_\_

### BILLING INFORMATION

Deposit (non-refundable, deducted from final billing) Minimum due \_\_\_\_\_

Payment Amount \_\_\_\_\_ Date \_\_\_\_\_ Paid by  check  credit card

Cardholder \_\_\_\_\_

Number \_\_\_\_\_ Exp Date \_\_\_\_\_ CVV \_\_\_\_\_

Signature \_\_\_\_\_

**\* Balance Due within 10 days after billing date**

### APPROVAL

I have read the Policies and Procedures pertaining to Cedarhurst Rentals in pages 8-12 of this Document. By signing this contract I agree to accept the responsibilities outlined therein.

\_\_\_\_\_  
Name (printed and signed) Date

I have read the COVID-19 Policy stated in this document (page 9) and I agree to the terms specified.

\_\_\_\_\_  
Name (printed and signed) Date