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 midsized 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 by emailing rentals@cedarhurst.org







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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 125 people.



MITCHELL HOUSE, p6

This newly renovated, historic home belonged to Cedarhurst founders John and Eleanor Mitchell, and their charm and style radiates throughout. Fit for modern rental needs, it holds their charm and history while having new amenities, a bridal suite, and technology for gatherings and meetings.
Accommodates events up to 60 people.



SCULPTURE PARK, p7

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

POLICIES AND PROCEDURES, p8-14

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MITCHELL MUSEUM

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
- 250 meeting
- 400 reception

Grand Corridor
- 125 reception

Back Patio
- 125 reception

BUILDING AND RENTAL AMENITIES

- Table and chair setup - includes long tables (8ft), 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
- Two 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; Responsible for setting and cleaning place settings*

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

BASE PRICING

For pricing inquiries, please contact rentals@cedarhurst.org

ADD-ON AMENTITIES

$500 Prior day setup Building privileges till 7 pm
$500 Additional venue - utilize the on-site Mitchell House and Schweinfurth House facilities for breakout sessions
$100 Board Room rental
$100 Kitchen rental
$100/hr After-hours access (arrival prior to 8 am or event lasts past 5 pm)
$200 Steinway grand piano
$20/each - Long table linens available in black and white
$18/each - Round table linens available in black and white
$3/each - Napkins available in black and white
$5/each - Basic place setting
$8/each - Deluxe place setting
Varies Museum tour or art instruction for attendees

**Multi-day discount available*
**Nonprofits discount available (See Policies & Procedures)*







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MITCHELL MUSEUM

ABOUT THE VENUE

In addition to the larger meeting and reception venues outlined on page 3, the Mitchell Museum features a private board room, and Reception Room that can be rented for planning meetings, negotiations, other smaller gatherings, or breakout space .
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 and decor; Responsible for setting and cleaning place settings*

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

BASE PRICING

Commercial Kitchen
For pricing inquiries, please contact rentals@cedarhurst.org

Board Room
For pricing inquiries, please contact rentals@cedarhurst.org

Reception Room
For pricing inquiries, please contact rentals@cedarhurst.org

**Multi-day discount available*
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SCHWEINFURTH HOUSE

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

- 70 meeting
- 125 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
- Video conferencing equipment - *upon request*
- 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; Responsible for setting and cleaning place settings*

BASE PRICING

For pricing inquiries, please contact rentals@cedarhurst.org

ADD-ON AMENITIES

$250 Prior day setup
Building privileges till 7 pm
$500 Additional venue - utilize the on-site Mitchell House for additional breakout space
$100/hr After-hours access (arrival prior to 8 am or event lasts past 5 pm)
$100 Steinway grand piano
$20/each - Long table linens available in black and white
$18/each - Round table linens available in black and white
$3/each - Napkins available in black and white
$5/each - Basic place setting
$8/each - Deluxe place setting
Varies Museum tour or art instruction for attendees

**Multi-day discount available*
**Nonprofits discount available (See Policies & Procedures)*







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NEWLY RENOVATED!!!

WORK WEEK RENTALS

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

MITCHELL HOUSE

ABOUT THE VENUE

This historic home belonged to Cedarhurst founders John and Eleanor Mitchell, and now new renovations highlight their style and story while making it comfortable and compliant for today's rental needs. Tall white columns create a grand impression as guests walk up to the front door and enter into a stately venue that leave guests inspired. Antique elegant furniture and decor wrap guests in an intimate and curated space. A large living room and study furnished with tables, chairs, and smart TVs allow functional use for conferences and parties alike. The large, open kitchen is a caterer's dream while the Second Floor Suite is bridal book worthy, boasting a dressing room, a parlor with makeup vanities, and a balcony overlooking the manicured back lawn.

CAPACITY

Indoors
- 48 meeting
- 60 reception

Back Patio
- 48 seated event
- 50 standing reception

Back Lawn
- 150 seated dinner
- 250 cocktail reception

BUILDING AND RENTAL AMENITIES

- Uniquely curated with art and history
- Open spaces furnished for meetings or special events
- Smart TVs and Wifi capabilities
- Second Floor Suite with dressing room, parlor, and balcony
- Outdoor patio, partially covered
- Adjacent outdoor concession and restroom amenities
- On-site kitchen with commercial appliances
- First floor ADA compliant

BASE PRICING

For pricing inquiries, please contact rentals@cedarhurst.org

ADD-ON AMENITIES

$300 Prior day setup 12-7pm
$500 Additional venue - utilize the on-site Schweinfurth House for additional breakout space
$150 Ceremony in park
$20/each - Long table linens available in black and white
$18/each - Round table linens available in black and white
$3/each - Napkins available in black and white
$5/each - Basic place setting
$8/each - Deluxe place setting

**Renter coordinates catering, decor, and beverage service (optional); Responsible for setting and cleaning place settings*

**Multi-day discount available*
**Nonprofits discount available (See Policies & Procedures)*







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SCULPTURE PARK

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 sculptures. 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 sculptures 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*

BASE PRICING

For pricing inquiries, please contact rentals@cedarhurst.org

ADD-ON AMENITIES

$150 Prior day setup
On-site privileges till 7 pm
$100/hour Building access for use of restrooms, kitchen, etc.

**Multi-day discount available*
**Nonprofits discount available (See Policies & Procedures)*







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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 art 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.

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CEDARHURST RENTALS

POLICIES AND PROCEDURES, cont.

DEPOSITS, BILLING, AND PAYMENTS

In order to confirm an event reservation, a non-refundable deposit* is required in the amount of base pricing or $1,000, 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 and void proposal. 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 the Renter or if the Renter fails to fulfill final payment.

A proposal, will be provided to Renter after initial meeting of rental needs. The proposal is a cost estimate is based on initial needs and requests and is subject to change throughout the planning process. A Rental Contract will be sent to Renter by Cedarhurst based on initially agreed upon proposal. By signing the Contract, Renter agrees to policies and understands original Contract listings may evolve. Remaining balance - including the remaining 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. If Renter does not pay and cannot be contacted for payment, the card on file will be charged for remaining balance. Returned checks are subject to a $25 fee plus all bank charges.

CANCELLATIONS AND CHANGES*

Cancellation of event by Renter may result in forfeiture of initial deposit.
Cancelation policies are outlined below:

- If written cancellation is given 6 months prior to event, full refund of deposit less than a $200 processing fee will be returned.
- If written cancellation is given less than 6 months but more than 60 days prior to event, Cedarhurst will retain base pricing or $500 cancellation fee, whichever is less.
- If written cancellation is less than 60 days prior to event, renter forfeits full deposit.

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CEDARHURST RENTALS

POLICIES AND PROCEDURES, cont.

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.

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.

POLICIES AND PROCEDURES, cont.

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 Tuesday through Saturday and 1 to 5 pm Sunday. Facility hours and exhibition displays may not be interrupted or modified for rental events.

Renter must complete Rental Event Form and submit to Cedarhurst at least two weeks prior to event to determine final arrangements and setup. The form should provide Cedarhurst with a complete vendor list (including phone number), a delivery schedule, and event details. 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, wax, 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 in 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.

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 setup time. For clean-up, Cedarhurst allows an additional hour or until midnight, whichever comes first. It is the responsibility of the renter to make arrangements with the caterer and other third parties to meet this deadline. If more time is needed or the event exceeds the time stipulated by more than 15 minutes, an additional rate of $500/hr - Mitchell Museum, $125/hr - Schweinfurth House, $125/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.

CEDARHURST RENTALS

POLICIES AND PROCEDURES, cont.

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 two weeks 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 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 for a fee of $70/hour, and provide disposable drinkware (renters can upgrade to glass for $0.50 per guest). 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. A contracted bar must be requested four weeks prior to event and based off Vendor's availability.

POLICIES AND PROCEDURES, cont.

ALCOHOL

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. There will be a $50 fee to upgrade bar service to Silver or Gold tier.

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. If renter contracts a bar, the Mitchell House and Schweinfurth House will have a limited bar options. Cedarhurst will coordinate beverage selections with Renter.

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, equipment, 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.

POLICIES AND PROCEDURES, cont.

HOLIDAY RATES

On holidays or holiday weekends, base pricing is subject to a 25% increase. Holidays include but not limited to

- Easter
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

PHOTO POLICY

Cedarhurst holds the right to take photos of event held on Cedarhurst property. Photos may be used in marketing, social media, promotional posts, or of the like. Renter must submit written request denying Cedarhurst's photography rights.

DISCOUNTS

Cedarhurst is happy to offer a 30% discount applied to base pricing for Renters who can provide a 501c3 status or tax-exempt letter.

Multi-Day events are considered rentals booked as two or more consecutive days or booked in a rental series. A 20% discount is applied to base pricing of Multi-Day events.

Discounts cannot be coupled; highest discount will be honored.

DISCLAIMER

Special Events Rental Guide and Policies and Procedures were updated 7/12/24. They are subject to change.