

FARNSWORTH HOUSE RENTAL POLICIES

The Farnsworth House is operated by the Landmarks Preservation Council of Illinois (LPCI), a statewide not-for-profit advocate for historic preservation. As LPCI is a membership supported organization, we ask that the contracting party become a member before renting the Farnsworth House facility. Individual membership starts at \$20. You may join online at www.landmarks.org or by calling (312) 922-1742.

Rental Location: Social events may be held only on the exterior of the Farnsworth House, which includes the deck, terrace, and lawn. Guided tours of the interior of the house will be provided throughout the event. Please keep in mind, the Farnsworth House is an outdoor facility and subject to weather conditions. No refunds will be granted due to unfavorable weather conditions.

Event Time: Events may be held between 4 PM and 10 PM from Tuesday to Sunday. The event time begins when the first guest arrives and ends when a member of the Contracting Party or the last guest departs (first person in – last person out). The arrival and departure times will be recorded by the Farnsworth House Manager on-duty and will be considered final. Any additional event time for set-up and/or take-down may be billed at **\$500 per hour or any part thereof**.

Number of Guests: 50 guests maximum. Under no circumstances shall the number of guests exceed 50 persons.

Rental Fee: \$2,500.00 based on a minimum three (3) hour block event time.

Other Fees: \$500.00 refundable security deposit.

Payment Schedule: One-half (1/2) of the minimum rental fee and security deposit in the amount of **\$1,500.00** is due and payable at the signing of the Rental Agreement in order to reserve the Event Date. Please make checks payable to LPCI/Farnsworth House and mail to Jodi Black at LPCI 53 West Jackson Boulevard, Suite 1315, Chicago, Illinois 60604. If the signed contract and payment is not received within two (2) weeks after the date of the Rental Agreement letter, your reservation will automatically be canceled. **The balance of the Rental Fee is due in full at least thirty (30) days before the Event.**

Security Deposit: Farnsworth House retains the right to use any or all of the Security Deposit toward any claim it may have for overtime, clean up time, or any damage to or destruction of the Site or any property located in or on the Site belonging to Farnsworth House as a result of the Contracting Party's use of the Site on the Event Date. If any such damage or destruction is caused by the Contracting Party's Vendors or any of its agents, representatives, or employees, the Contracting Party will be held financially responsible. The Security Deposit will be refunded no later than thirty (30) calendar days after the Event Date, if it is determined that no damage has occurred and no other charges are outstanding.

Liability: In requesting the use of the Farnsworth House, the Contracting Party agrees to assume full financial liability and responsibility for any damage to or loss of objects or property belonging to the National Trust for Historic Preservation or the Landmarks Preservation Council of Illinois (LPCI) and to hold harmless, indemnify and defend the National Trust and LPCI from and against any claims of personal injury or property damage arising from such use by the Contracting Party, its vendors and/or guests.

Cancellation: The full amount of the Rental Deposit (less a \$500.00 processing fee) shall be returned to the Contracting Party, if Farnsworth House is notified of the cancellation of the Event at least three months prior to the Event Date. After three months, there will be no refund. In the event cancellation is due to scheduling conflicts, the deposit will be applied to a new contract, providing that the Event is rescheduled within the year of the original signed contract.

Property Appearance: While Farnsworth House will always provide an appropriate event setting, it reserves the right to renovate or redecorate any and all spaces on its property at any time without prior notice. While Farnsworth House will notify the Contracting Party of any significant changes to the property, it cannot guarantee that upon the Event Date it will appear as it did upon the signing of the Agreement.

Force Majeure: This agreement may be canceled any time without penalty to the National Trust, LPCI, and Farnsworth House if in the opinion of the Property Director any portion of the property necessary to the intended use has become unsafe or unsuitable for such use and/or if acts of God, war, terrorism, weather and/or any related event prohibits such use of Farnsworth House. In such a case, the proposed event may be rescheduled for a date mutually acceptable to the National Trust, LPCI, Farnsworth House and the Contracting Party. If rescheduling is not feasible, the deposit will be refunded.

Other Rules and Regulations:

The following rules and insurance requirements cannot be altered or waived.

1. The event will be accompanied by the resident manager, or other authorized FH staff, whose instructions must be followed.
2. No smoking at any time on Farnsworth House grounds.
3. Parking only as directed by authorized FH staff.
4. Except for wedding party, no shoes allowed in the Farnsworth House. Please bring socks or slippers.
5. No nailing or taping to any surface on interior or exterior of the Farnsworth House.
6. No touching of the wood surfaces or windows in the Farnsworth House.
7. Floors both inside and outside must be covered and protected from equipment (cameras, lighting stands, microphone stands, tri-pods, related accessories, etc).

8. Furniture may be used or moved under extraordinary circumstances and only by authorized FH staff.
9. No food or drink in the Farnsworth House.
10. Telephones are not provided at location.
11. Bathroom facilities are located one-quarter mile away at the Farnsworth House Visitors' Center.
12. A "Certificate of Liability Insurance" including Landmarks Preservation Council of Illinois and the National Trust for Historic Preservation, may be a pre-condition to renting the facilities of the Farnsworth House.
13. Everything must be returned exactly as found and anything damaged must be repaired/replaced within a reasonable time frame. The contracting party is liable for any lost revenues as a result of the damage.
14. All trash must be removed by contracting party or their caterers.

The Farnsworth House supervisor is authorized and directed to halt any social event if the safety of the collection is affected.

For more information, please contact the Landmarks Preservation Council of Illinois at (312) 922-1742 or email rental questions to mail@farnsworthhouse.org.
www.farnsworthhouse.org