

Immanuel Bible Foundation
1301 South Fell Avenue
Normal, Illinois 61761

WEDDINGS

Immanuel Bible Foundation is a non-denominational Christian resource center dedicated to serving the local Christian community.

Immanuel Bible Foundation/Broadview Mansion is a Historic Home. While this list may seem lengthy, please understand that it has been written in order to protect the facility so that future generations may continue to enjoy the beauty of the house and grounds. Every attempt shall be made to accommodate the needs of the users of IBF/Broadview Mansion; however just as individual Christians must be faithful stewards of their time, money, and talents, the staff must be faithful stewards of its buildings in service to God and His people. Therefore, our building will be made available for use by related and non-related groups and organizations, subject to certain conditions as set forth below.

Please initial each page, fill out and sign the usage agreement, and return to Immanuel Bible Foundation.

SCHEDULING

Facility hours:

6:30 a.m. – 9:00 p.m. Mon-Fri

8am-4pm Saturdays, by appointment only

Sundays we are open on a limited basis, at the discretion of the Executive Director.

Use of the facility and grounds is by appointment only. Unauthorized use is strictly prohibited.

WEDDING SCHEDULING:

Appointments must be made no less than 1 month in advance and must be cleared by the Executive Director prior to verification.

Events/weddings must conclude in total no later than 8pm Mon-Sat. IBF/Broadview is available for Sunday events on a limited basis at the discretion of the Executive Director.

WEDDING PARTY PHOTOGRAPHY SCHEDULING:

Appointments must be made no less than two weeks in advance and must be cleared by the Executive Director prior to verification.

FEES

WEDDING FEES:

The cost for a wedding is \$500 and up to 4 hours are included in the fee (all pictures, set up, and clean up should take place within that time frame), each additional hour is \$50. A deposit of \$250 is due at booking and the remainder due the day of the event. Cancellations must be made 60 days prior to your event for your deposit to be refunded.

MISCELLANEOUS FEES:

If any additional (out of the ordinary) cleaning after the event is needed a \$50 per hour cleaning fee will be added.

For out door events of more than 50 people, a portable toilet must be used at a charge of \$125.00 (per unit).

There will be a \$25 charge for any returned checks.

FACILITY AMENITIES

Location	Seated at Tables	Seated (chairs only)	Standing	Food/Refreshments
Basement	45	55	80	Full Meals and Snacks
Dining Room	14	-	30	Small Meals or Snacks
Living room	-	40	45	Bottled Water Only
Sun porch	6	10	-	Sack Lunch or Light Snacks

Small Conference Room	6	10	-	Bottled Water Only
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AVAILABLE EQUIPMENT

Refrigerator	Stove	Microwave	PA System (\$50)
Piano (Steinway L)	Music Stand	Overhead Projector/Screen	T.V.
VCR/DVD Player			

GUIDELINES

Please respect the policies for use of IBF/ Broadview Mansion and provide these rules to your group leaders and guests as well as your service providers. IBF retains the right to stop any group that fails to meet all the rules and regulations.

Expectations of party booking facility

- Who ever signs the contract must remain until all the guests have departed.
- Any additional insurance coverage requirements shall be the responsibility of the user and shall name Immanuel Bible as an additional insured.
- Any equipment or other items NOT original to the grounds or building must be cleared by IBF prior to being brought onto the premises and is the sole responsibility of the renter. Supplies and equipment may be used by permission only.
- No equipment may be taken out of the building; it is for interior use only. Do not move or remove any item or put away any item from any part of the mansion without first consulting an IBF staff member.
- The renter is responsible for leaving the house and grounds as found. All debris must be collected and disposed of off property. Renter must supply their own refuse bags or containers. IBF staff is not responsible for your clean up.
- The noise and behavior of any groups must be controlled at a conversation level, in consideration of others who are in the facility.

Guests and Children

- If children are present, they MUST be under **constant** adult supervision at IBF both inside and out. Please do not allow children to **run inside the house**, play with artifacts or equipment, use **crayons or markers** inside the house, and under NO circumstances should they be allowed to **play the piano**. Climbing on the trees and brick wall, walking on the sandstone porch rail or flag stones throughout the yard or brick wall is also **not allowed**.
- Immanuel Bible Foundation is not responsible or liable for any injuries sustained by any persons while on the property, lost or stolen property, loss or damage to any rental equipment. Client is financially responsible for any damage to the facility as a direct or indirect result of the use. Replacement charges will be assessed by our insurance policy regarding market value of any damaged or stolen property belonging to IBF.
- IBF/ Broadview Mansion is a private home made available to groups as a gathering space for meetings and other Board sanctioned events and as such is not ADA compliant. The grounds are accessible however the ground is uneven in many places and should be noted for those who may have special needs

Food and Beverage

- Food and drink may be served in the sunroom, dining room, and lower level only. The dining table must be covered with pads and table cloth and all serving tables must be covered with a table cloth.
- Those groups requiring kitchen facilities must use the kitchen in the basement. While full meals can be prepared in the basement kitchen, we recommend that you have your meal catered or at least fully cooked prior to bringing it to the Foundation to allow full participation in your event.

Miscellaneous Information

- Please bear in mind the size restrictions here at IBF/ Broadview Mansion. Have a contingency plan for bad weather; there is very limited seating for ceremonies inside the house. If you are planning on an outdoor event keep in mind there are uneven surfaces and perhaps suggest that your guests dress appropriately.
- If you plan to use our facility you should check the home game schedule of the IWU teams as Illinois Wesleyan University's football stadium is directly south of IBF. Noise and commotion can affect your overall event including parking.
- It is important that everyone servicing your event and those attending your event be aware of the time arrangements that you have designated with IBF. This includes but is not limited to florists, photographer, clergy, soloists, delivery people, etc. Your rental time must include set up and clean up. Set and know the time for all these activities so that you don't run over and incur more costs.
- Bird seed and flower petals may be thrown, and soap bubbles are permitted but all are restricted to outdoor use only. Please do not release balloons on the premises. Mylar confetti is prohibited in all areas of IBF.
- No decorations, posters, or material of any kind are to be affixed to any walls or woodwork. Usage of candles is permitted, provided adequate caution and care are exercised and must be in a glass enclosure (except candelabras). The use of evergreens is not allowed inside the facility. Permission to decorate at IBF must be obtained by a staff member.
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Photography Policies

- Any approved props or other items needed for photography must be set up and taken down by the photographer. The photographer is responsible for making sure that the facility is left in the same manner it was found and shall be liable for any damages to the home or grounds sustained as a direct result of the shoot.
- Any and all photographs or likenesses of IBF used for local or national advertising campaigns must be cleared by IBF prior to publication and have "Immanuel Bible Foundation 1301 S. Fell Ave., Normal, IL" on the photo (in print) at the time of publication.
- No pornographic, lewd, suggestive, or inappropriate photos may be taken on the premises. IBF reserves the right to stop or inhibit any photo shoot that they deem to be any of the above with no refund of any monies collected for use of the facility. Violators will be expelled from the grounds with no future admittance. A report of the incident will be given to local authorities and all film or digital images must be destroyed under the scrutiny of an IBF staff member prior to leaving the facility.

2006 FACILITY USAGE AGREEMENT

Name of Organization: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Date(s) of Facility Usage: _____ Times of Facility Usage: _____ to _____

Purpose of using facility (Photography, Wedding, etc): _____

If taking pictures at Immanuel Bible, please list all props being brought: _____

Number of persons expected at event: _____

Room(s) you will be using (circle all that apply):

Basement Level: Large Basement Room Kitchen

Main Level: Sun Porch Formal Dining Room Formal Living Room Kitchen

Second Level: Small Conference Room Bedrooms (for changing only)

Food/Refreshment Plans (if any): _____

Please list any special requests or equipment you will need below:

Chairs (#): _____ Seating arrangement: _____

Tables (#): _____ Table arrangement: _____

Equipment Needed: _____

Other: _____

Agreement

Immanuel Bible Foundation is a serene setting conducive to quiet inspiration and personal reflection. Realizing this fact and recognizing that other groups may be utilizing the facility at the same time, we will endeavor to conduct our group responsibly and respectfully. I understand that we are responsible for any damage that may result from our group's usage of the property and facilities. I acknowledge that we have read and agree to follow these established facility guidelines.

Signature

Date

Drivers License #