

**Broadview Mansion
Home of
Immanuel Bible Foundation
1301 South Fell Avenue
Normal, Illinois 61761**

**House Use Contract
Prices subject to change (updated 09/01/2019)**

Broadview Mansion is an elegant, turn of the century home. While this list may seem lengthy, please understand that it has been written in order to promote the safety of our guests and to protect the facility so that future generations may enjoy the beauty of the house and grounds. Every attempt shall be made to accommodate the needs of the users of Broadview Mansion, subject to certain conditions as set forth below.

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

Please note: the facility or grounds are not officially reserved until your signed contract is returned with your down payment.

SCHEDULING

Facility hours:

The house is open for use on Tuesday and Thursdays. We are closed on Sundays (with the exception of special events). Unauthorized use is strictly prohibited.

HOUSE USE FEES

Weekdays: \$25.00/hour

Weekends: \$50.00/hour

Extra time will be billed at \$10/every 15 minutes

The balance is due on the day of your event.

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

There will be a \$50 charge for any returned checks.

GUIDELINES

Please respect the policies for use of Broadview Mansion. BROADVIEW MANSION retains the right to stop any group that fails to meet all the rules and regulations.

Expectation of party booking facility

- Whoever signs the contract must remain until all the guests have departed (or designated "point").
- Any additional insurance coverage requirements shall be the responsibility of the user and shall name Immanuel Bible Foundation/Broadview Mansion as an additional insured.
- Items may not be taken out of the house.
- The renter is responsible for leaving the house and grounds as found. All debris must be collected and disposed of in the provided trash containers. BROADVIEW MANSION staff is not responsible for your clean up, including all trash and debris on grounds.

Initials: _____

Guests and Children

- For the protection and safety of children present, they **MUST** be under **constant** adult supervision at Broadview Mansion 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 flagstones throughout the yard or brick wall is also not allowed.

Liability

- Immanuel Bible Foundation at Broadview Mansion 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 BROADVIEW MANSION. By signing this contract, you are assuming financial responsibility for such damage.
- Our wood floors are damaged from high-heeled shoes that have rubber tips worn off the heel (nail head exposed). The signing of this contract holds that person liable for damage done to our floors if a guest in the party is found to be wearing shoes with nail heads exposed. It is your responsibility to inform your guests of this liability.
- Broadview Mansion is a private home made available to groups as a gathering space for meeting 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

- Inside the home, food and drink must stay in the kitchen and dining room area. Food and drink must be kept off all upholstered furniture.
- Groups requiring kitchen facilities (including refrigerator) may use the kitchen in the basement or on the main floor.

Parking

- Broadview Mansion is nestled within a beautiful, historic neighborhood, and therefore, has its limitations when it comes to parking. On Highland Avenue (runs east and west, directly north of BVM), parking availability is limited to what the Town of Normal has posted. There is more parking available after 3pm on weekdays. You can expect parking for about 25 vehicles on Highland Avenue directly behind BVM. Overflow parking is available on Fell Avenue (runs north and south) north of BVM and can accommodate significantly more vehicles on the west side (cars facing south). Additional parking can be found immediately surrounding BVM in the neighborhood, encouraging a lovely walk to the mansion.
- **PARKING IN FRONT OF ANY NEIGHBORHOOD DRIVEWAY OR PORTION OF A DRIVEWAY IS PROHIBITED BY THE TOWN OF NORMAL, ILLINOIS. VIOLATORS** will be responsible for all fines and towing charges incurred by such negligence. IBF/BVM is committed to preserving the privacy, personal space, and preferences of our immediate neighbors, and therefore, is not responsible for consequences of reasonable complaints made by neighbors directed toward guests who ignore these parking guidelines. **IF SUCH COMPLAINTS ARISE DURING YOUR EVENT**, notify BVM staff host immediately to handle. **DO NOT ATTEMPT** to handle such complaints without notifying BVM staff. We will strive to do our best to resolve the situation in a professional, compassionate manner. Any escalation of such matters will be directed to the Normal Police Department to handle.

Initials: _____

House Use AGREEMENT

Name of Session Organizer: _____ Phone: _____

Address: _____ City: _____ St: _____ Zip: _____

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

Purpose of House Use: _____

Approximate number of persons attending: _____

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

Lower Level: Large Room Kitchen

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

Second Level: Bedrooms (specify)

Food/Refreshment Plans (if applicable) _____

List name and phone of person for us to contact after the event for items forgotten:

Name: _____ Phone: _____

Agreement

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 the above established facility guidelines.

Signature

Date

Staff Signature

Date

Down Payment Amount _____ Check # _____ Date _____

Final Payment Amount _____ Check # _____ Date _____

Additional Comments:

