

CATERED EVENT

Special Use Policy for CATERED Events/Receptions

WELCOME

We welcome your interest in hosting an event/reception at the Governor Oglesby Mansion. The Mansion is a very special place that can provide an elegant atmosphere for your important event.

This privilege of using the Mansion for your event carries certain responsibilities. We respectfully remind you that your event should be appropriate to the nature of the site. The Oglesby Mansion and its furnishings are rare and must be treated with museum-like care. If you choose to use the site for your event, please make sure that your guests and your workers, including the caterer you select, are aware of the historic significance of the site and its artifacts. If any damage occurs, you, as the host, will be held responsible.

HOURS

The Mansion may be used for events between 10 a.m. – 10 p.m., Monday through Saturday.

The site is not available for reservation on Sundays, Easter, Thanksgiving Day, Christmas Day, New Years Day or the day proceeding each of these holidays.

Most events require four hours: one hour for set-up, two hours for the event, and one hour for clean-up. Closing hour for an event should be no later than 9:00 p.m., with clean-up no later than 10:00 p.m.

FEES

The minimum reservation fee for the mansion is \$100.00. For parties larger than 46 the charge will be \$5.00 per extra person. Fees include tour guides (appropriate for the number of guests), cost of all utilities and attendance of the site staff (to handle special problems or emergencies.) Fees **DO NOT** include the following:

- ❖ Catering (food, beverages, serving costs)
- ❖ Liability insurance
- ❖ Applicable Permits
- ❖ Additional furniture that is not on the premise (chairs, serving tables, tables, coat racks)

A non-refundable deposit of \$25.00 and the signed contract is required to reserve a date. The deposit and signed contract should be sent to the Macon County Conservation District, 3939 Nearing Lane, Decatur, IL 62521. Checks should be made payable to the Governor Oglesby Mansion. A check for the balance should be received no later than the day of the event.

SIZE OF GROUP

One hundred guests can be accommodated for receptions. The site is limited to 46 guests for a sit down meal.

AREAS OF USE

Access includes the first floor (except the kitchen). Guests may view the rooms on the second floor (in the presence of staff-appointed docents), but food shall be confined to the first-floor areas.

APPROVED CATERERS LIST

Bizou	Megan Comerford	217/422-7000
The Beach House	Todd Mason	217/422-7207
Decatur Club	Jeff Ingle	217/429-4200

HOST/CATERERS RESPONSIBILITIES

Caterers are responsible for providing all food, beverage and catering services, as well as table service, napkins, cups, glassware, etc. The use of the mansion table service may be arranged through the caterer.

The caterer must be on the mansion's approved caterers list. These businesses have provided proof of liability insurance, as well as any applicable city, state or county permits.

If the host would like to schedule a visit prior to the event to coordinate arrangements, an appointment can be made. The caterer may be present at that time.

Smoking is not permitted inside the mansion or on the grounds.

REQUESTING AN EVENT

After reading the Special Use Policy and Special Information for Caterers and Event Hosts, you may submit your request to host an event at the Mansion by completing the reservation request form ([click here](#) or call 217/423-7708 Macon County Conservation District) to allow for planning and to determine site/staff availability. Please submit your request at least four weeks in advance of your event.

SPECIAL TOUR INFORMATION For Caterers & Hosts

PRELIMINARY SITE VISIT

The event host may make a personal visit to the mansion to coordinate arrangements with the Site Staff. It is advisable to have the caterer present at that time, especially if the caterer is new to the site.

During a walk-through appointment, staff will attempt to answer all questions concerning catering and the special use policy for the site. During the event, staff members will be present to answer questions, monitor deliveries and entrance and exit areas; resolve any problems that arise, and help maintain the site.

FOOD AND BEVERAGE POLICY

Foods shall be prepared prior to arrival at the Oglesby Mansion. No cooking is permitted in the house. Beverage makers and warming plates/ovens may be used in the kitchen only and are the responsibility of the host/caterer. Food and beverages may not be served on paper or plastic products.

Caterer is responsible for all set-ups, serving. All foods and beverages are to be served. Buffet set-ups are not permitted.

Acceptable Beverages:

- ❖ Colorless Soft Drinks
- ❖ Beer & white wines may be permitted if caterer has a liquor license and insurance
- ❖ Pastel punches
- ❖ Coffee
- ❖ Tea

Prohibited Beverages:

- ❖ Red wines and fruit punches, juices and soft drinks due to staining potential
- ❖ Hot or cold chocolate milk

Beverage Service:

Beverages are to be served only in glasses or goblets. No beverages are to be served in cans or bottles.

DELIVERIES

Arrangements should be made with the site staff as to the location and time of deliveries and pick-up. Supplies should be delivered on the day of the event and removed upon completion of the event. Deliveries may be brought to the west side kitchen entrance. The designated staff has authority to initial statements that deliveries were made but cannot be held responsible for misplaced items or billing irregularities. The host or group holding the event is responsible for all deliveries.

BUSMAN'S TRAYS

The site requires the use of busman's trays where foods or beverages are being served. Caterers should have sufficient staff to monitor the removal of filled trays and to keep guests from placing glasses and/or cups on the furniture, window ledges, carpet, etc.

CLEAN-UP

Plans should be made so that clean up, trash removal and carryout of equipment is accomplished within one hour after the conclusion of the event.

CATERER'S USE OF MANSION FURNITURE

No Mansion furniture or artifacts are to be used or moved by anyone other than designated site staff. The dining room table and chairs may be used to seat guests. When the caterer is setting up, no furniture, decorative objects, etc. should be used as bases for chafing dishes, trays, glasses, or other serving materials. The site respectfully requests that the host/caterer and staff respect the historic furniture and environment of the Mansion.

PROHIBITED DECORATIONS: LIGHTED CANDLES AND RICE

Decorations cannot be applied in any form to any part of the building or furnishings, without permission of the staff. The use of tacks, scotch tape, and balloons is prohibited. No rice, confetti or birdseed are permitted anywhere on the site. The existing candles on the dining room table may be used as long as the table is adequately protected from was damage.

FLOWER ARRANGEMENTS

Flower arrangements are permitted, with permission of staff.

TRASH

All refuse should be placed in plastic bags and trash containers provided by the site (in the mansion kitchen) and left near the outdoor basement entrance.