

## GOVERNOR'S MANSION EVENT POLICY

Thank you for your interest in the Illinois Governor's Mansion. The People's House has both a revitalized look and mission. Your guests will enjoy the elegance of our refurbished Mansion and experience Illinois history. Our event policy respects this over 160-year-old state treasure.

The Governor's Mansion serves as an official residence of the First Family. The Governor's Mansion is a historic landmark that needs to be treated with care. We do not accommodate requests for personal or political use. In addition, we do not accommodate requests to host meetings. To ensure that both the mission and the preservation of the Governor's Mansion is upheld, all requests are reviewed on a case-by-case basis. Individuals will be notified of their requests' approval status via email.

We look forward to working with you and we realize that each event is unique. For this reason, please note that this document may not address every potential issue, so we ask that you speak with our House Manager at (217)782-2526 or email, [alicia.jordan@illinois.gov](mailto:alicia.jordan@illinois.gov) regarding all event details.

Moreover, the Mansion's extensive renovation has required an update of our event policies in order to improve the ongoing care and maintenance of the space. For this reason, certain events held here in the past may not be hosted here in the future.

Please note that events held at the Mansion do not include the attendance of Governor JB Pritzker or First Lady MK Pritzker. All requests for their attendance to an event should be directed to their [Scheduling Offices](#).

By submitting an event request, you acknowledge that you have reviewed and agree to the terms of the Governor's Mansion Event Policies. The policies set forth herein are applicable to all events hosted by third parties at the Governor's Mansion.

### General Event Information

The Governor's Mansion is a historic landmark; thus, special guidelines have been established for events held within the space.

The Mansion prohibits any form of gambling activity, firearms, and live animals, except for guide animals. Events may not create any hazard or impose undue hardship to the Mansion and its collections, exhibits, facilities, staff, or visitors. Casino functions, including raffles, ticket games, punch cards, and other gaming events are not allowed on Mansion property.

Do not bring any hazardous materials to the Governor's Mansion. At all times, the host, vendors, and guests will conduct their activities with the utmost regard for public safety and follow all rules of the Governor's Mansion. All federal, state, and local laws and ordinances must be followed at all times. The Governor's Mansion and its furnishings must

be treated with care. Therefore, no outside entity can move any furnishings (chairs, tables, lamps, paintings, etc.) at any time. No food or beverage may be consumed on the carpeted areas in the Mansion. If you are the host for an event held at the Governor's Mansion, it is your responsibility to make sure all attendees are aware of the significance of the Mansion's structure, grounds, and artifacts. Therefore, your organization is liable for any damage which occurs during the event.

The Governor's Mansion reserves the right to refuse rental to individuals, organizations or events that discriminate because of an individual's race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy or in any other way that would constitute a violation of the Illinois Human Rights Act (775 ILCS 5).

### **Event Hours**

Events are not scheduled at the Governor's Mansion on state holidays and during official office functions, and availability is limited on the weekends. Events may be scheduled during the hours of 8 AM-8 PM. These hours are subject to change.

Please note that if your event takes place during public touring hours, tours will continue and be directed accordingly to avoid event interruption.

### **Event Expenditures**

Events can be booked at the Mansion at the following rates:

Facility Use Fee: \$175/hour, plus  
Administrative Fee: \$235

Preservation and Maintenance Fee:

25-100 guests: \$350  
101-150 guests: \$585

Rental Equipment:

25-50 guests \$470  
51-100 guests \$825  
101-150 guests \$1,175

Food and Beverage:

Groups may be subject to a set-up and tear-down fee from the catering company. The administrative fee of \$235 will be due **one month** prior to the date of your event and a final payment will be due 2 weeks prior to the date of your event. All financial details and policies can be discussed with the House Manager at (217)782-2526 or email, [alicia.jordan@illinois.gov](mailto:alicia.jordan@illinois.gov).

## **Event Insurance Requirements**

Vendors must supply evidence of event insurance of \$1,000,000 two weeks prior to the event. This insurance must be from a recognized insurance company covering your entire event. The insurance must name “The State of Illinois, Illinois Department of Natural Resources” and “Illinois Governor’s Mansion Association” as an additional insured.

## **Fundraising and Event Sponsorship**

The Governor’s Mansion and/or surrounding grounds shall not be utilized for fundraising events other than for the benefit of the Illinois Governor’s Mansion Association. The exchanging of funds on the Mansion premises is not permitted.

## **Food and Beverages/Catering Details**

Hosts must discuss catering guidelines and expectations with Mansion Staff prior to selecting a caterer. All food, beverages, serving equipment, and linens must be provided through designated caterers and rental companies. Groups are prohibited from providing their own food and beverages.

## **Accessibility**

The Governor’s Mansion is proud to be fully compliant with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”).

## **Audio/Visual Capabilities**

The Governor’s Mansion does not provide any A/V capability. Groups are responsible for their own equipment and facilitation of such needs with oversight from Mansion staff.

## **Entertainment**

The Governor’s Mansion reserves the right to approve any entertainment, including all speakers, performers, movies, or programs offered at an event to ensure that the nature of the gathering is consistent with the mission of the Governor’s Mansion. The name and type of entertainment must be provided to the House Manager and Mansion Association three weeks in advance of the event for approval.

## **Invitations /Printed Materials**

The content of all electronic or printed event materials must be submitted to the Mansion House Manager for review and approval before print and distribution. All promotional materials must be submitted for approval at least three weeks prior to the event. *Please allow two weeks for the approval process to be completed before public distribution.* All invitations must require an RSVP, instruct guests to arrive at the gate on East Jackson Street, and inform guests that large bags are not allowed inside the Mansion. *Please see Bag Policy below.*

## **Media**

Press plans must be submitted to the House Manager at least two weeks in advance. If the event is open to press, hosts must obtain written consent from the Governor's Office prior to advising the event. All press advisories must be submitted for approval prior to release. The group is responsible for collecting RSVPs for attending press and must submit the names of the outlets at the time of submitting the guest list. Post releases following the event are permitted.

## **Florist/Decorations**

Free standing decorations are allowed. Decorations must be fire retardant and adhere to the fire codes in Springfield. No open flames are allowed. No decorations may be attached or adhered in any manner. All signage must be displayed on an easel, which must be provided by the host.

## **Occupancy and Security Requirements**

The minimum number of guests for an event at the Mansion is 25. For seated events in the Ballroom, the maximum capacity is 80. Indoor events may not exceed 150.

The estimated number of guests must be included at the time you turn in your Rental Agreement. A typed, alphabetized guest list is required five business days before the event, for security purposes. Guest lists must be sent in excel format. All guests will be required to bring state issued IDs or passports and to check in with security before entering the Mansion. It is the responsibility of the host to alert guests to these security measures and RSVP accordingly.

## **Bag Policy**

Visitors to the Governor's Mansion should not bring large bags or backpacks onto the Mansion grounds. Small personal bags are allowed but are subject to search by security.

## **Photo Policy**

The Governor's Mansion is not available to accommodate group photo requests such as prom, homecomings, or weddings. Flash photography is not allowed in the Governor's Mansion.

## **Weather Delay/Cancellation**

The possibility exists that bad weather may cause the Governor's Mansion to have to delay or cancel an event. If the event is delayed, all efforts will be made, if possible, to complete the event. If there is a long delay which makes it necessary to abbreviate the event or cancel the event, the House Manager will decide as to delay or cancellation.

The Governor's Office reserves the right to cancel any event, should urgent use of the Governor's Mansion be required. The group will receive a full refund.

## **Cancellation Policy**

Events cancelled before final payment is due (two weeks prior) will be eligible for a full refund, except for the \$235 administrative fee deposit, which will be retained by the Mansion Association.

## **Day of Event**

On the day of the event, the host is responsible for the following:

- Set up and tear down of the event space
  - Hosts must discuss catering expectations with Mansion Staff.
- Providing a full staff for the event.
  - Host must provide a minimum of four staff to assist day of the event with production.
  - Full event staff on site at least one hour prior to doors open
    - *Mansion staff will be of assistance during the planning process, but is not responsible for the running of events hosted by outside groups.*
  - Host staff is needed at the following locations:
    - Conducting check-in outside at the gate on Jackson Street
      - *For events that are less than 50 guests, at least one staffer should be conducting check-in at the gate. For events that exceed 50 guests, at least three staffers should be conducting check-in at the gate.*
    - Greeting and directing guests in the vestibule/foyer of the Mansion.
    - Overseeing all crowd movements and programming.
    - Overseeing catering from arrival until departure.
    - Leaving the event space and kitchen in the condition they were found.
      - Mansion Staff will need to approve the way the space is left. Failure to do so may result in an additional service fee.

ACKNOWLEDGEMENT  
FORM

**(TO BE COMPLETED BY HOST AND RETURNED TO THE GOVERNOR'S MANSION)**

As representative of the below-named organization or group, the Undersigned has read, and agrees to abide and cause his/her staff, guests, and other persons to abide by all the requirements, rules, policies, and regulations concerning the use of the Governor's Mansion. The Undersigned agrees to assume responsibility for damages done to the contents of the building because of using the Governor's Mansion facilities, including any damage or misappropriation by members of the group or any individual attending the function. The Undersigned further agrees to abide by the terms and conditions of the Rental Agreement, attached hereto and incorporated herein by reference.

\_\_\_\_\_  
Organization or Group Utilizing the Governor's Mansion

Signature of Agent Acting on Behalf of Group

\_\_\_\_\_  
Title

Application Date: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Approximate Number of Attendees: \_\_\_\_\_

Final Count: \_\_\_\_\_

Host liability insurance is provided by: \_\_\_\_\_

Name of Insurance Company

\_\_\_\_\_  
Address of Insurance Company

Agreement must be completed/submitted to the Governor's Mansion five days prior to event.

\_\_\_\_\_  
Signature of Applicant