

**McCord Gallery & Cultural Center**  
**Rental Terms and Conditions**  
**McCord House Rental**

1. The McCord House can accommodate up to 100 people for an event.
2. The minimum rental is 3 hours at \$175 per hour.
3. One hour for set-up and one hour for clean-up are in addition to the 3-hour minimum at no charge.
4. A \$175 refundable Security Deposit is required to secure a rental date. The Security Deposit is refundable, provided all clean-up requirements (garbage removal and general clean-up) are met and no damage is done to the facility. Nothing can be hung or attached to walls or ceilings. The use of candles or other open flame is strictly prohibited.
5. Cancellation less than 7 days before the event date will result in a forfeiture of the Security Deposit.
6. Full payment of all rental fees must be made 7 days prior to rental.
7. Alcohol may only be served if the Renter secures a liquor liability insurance policy in form acceptable to McCord. No alcohol is permitted on the grounds around the house. Absolutely no alcohol may be served to minors; violations will be reported immediately to the police department and may lead to immediate eviction from the facility and forfeiture of the Security Deposit. No refunds will be made.
8. If the event is catered, Caterer Liability insurance is required. Full-service caterers usually also carry Liquor Liability insurance. Consult your caterer or insurance agent. All other outside vendors, such as DJs or entertainers must also provide liability insurance in form acceptable to McCord.
9. The use of sterno for serving food is allowed if adequate safety precautions are taken. A catering staff member or other responsible adult must be constantly nearby monitoring when the sterno is burning.
10. McCord will provide two 6 ft. tables at no additional charge.
11. The McCord House is smoke-free.
12. Facility Rentals are not allowed past 10:00pm.
13. A driver's license or state issue ID card is required for rental.
14. All renters must be 21 years or older. Groups consisting of a majority of attendees under the age of 21 years old must provide one adult chaperone for every 10 minors present. A list of chaperones must be provided prior to the start of the rental.

**Outside Photography Permits**

1. A fee of \$100 is charged for a one-hour period.
2. In case of inclement weather, a refund request form must be submitted within five business days of the schedule permit time. No other refunds will be issued.
3. No Alcohol is permitted on the grounds surrounding the McCord House. A violation will cause the forfeiture of the Security Deposit.

**Please contact the McCord Gallery for more information: (708) 671-0648 or [office@mccordgallery.org](mailto:office@mccordgallery.org)**

Rates and conditions subject to change without notice. Effective 3-19-21