

Catered Events & Meetings

Special Use Policy for Caterers and Hosts

Welcome

The Illinois Historic Preservation Agency welcomes your interest in hosting/catering a luncheon, dinner, reception, meeting or outside event at the David Davis Mansion. Hosting an event at the Mansion is a special occasion for your organization/business. It is also a privilege accorded to your guests/customers by the State of Illinois and the Illinois Historic Preservation Agency.

This privilege carries with it certain responsibilities. We respectfully remind you that your event should be appropriate to the historic nature of the site. The Davis Mansion and its furnishings should be treated with museum-like care. Please make sure that your guests and staff are aware of the historic significance of the site and its artifacts. If your guests and/or staff cause any damage to the site/artifacts, you will be held responsible.

Host's/Caterer's Responsibilities

Host and caterer are responsible for providing all food, beverages and catering services, as well as table service, napkins, cups, glassware, table linens, etc.—unless otherwise specified in advance.

Insurance & Other Permits

Proofs of host liability and dram shop insurance, as well as any applicable city, state or county permits, are required prior to the event. Host is responsible for obtaining any necessary tent permits for exterior events.

Preliminary Site Visit

Host must make a personal visit to the site to coordinate arrangements with the Site Manager or designated staff member.

In order to ensure that your event will proceed without problems, the site strongly encourages caterers that are new to the Mansion to notify the site well in advance of the event or reception and to make a walk-thru appointment with the Site Manager or designated staff member. The host may find it extremely helpful to be present at the caterer's walk-thru appointment.

During the walk-thru 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. We will do everything that we can to ensure that the host and the caterer will have an extremely pleasant experience during their event at the David Davis Mansion.

Food and Beverage Policy – Interior Use

Foods should be prepared *prior* to arrival at the Davis Mansion. No cooking is permitted in the house. Beverage makers and warming plates/ovens *may be used* and are the responsibility of the host/caterer.

Caterer or host is responsible for all set-ups, serving, and clean-up. All foods and beverages are to be served or passed.

Acceptable Beverages –

- Colorless soft drinks
- Champagnes
- White wines & light beers
- Bottled waters
- Pastel punches

Prohibited Beverages – because they might stain fabrics and carpeting (except in the public basement area):

- Red wines or dark beer
- Deeply colored fruit punches
- Coffee
- Hot chocolate
- Tea

Beverage Service – beverages are to be served only in glasses or goblets or in appropriate plastic-ware. No beverages are to be served in cans or bottles.

Preferred Foods -- prepared finger foods, with the use of busing tables and servers. Please avoid pastries that are extremely flaky, such as baklava.

Prohibited Foods -- foods containing red or other deep-toned colors are prohibited (because of their potential to stain fabrics) including but not limited to:

- Tomato sauces
- Fruit sauces (strawberry, cherry, raspberry, etc.)
- Brown sauces
- Chocolates

Food and Beverage Policy – Exterior Use

Food and beverages of all types may be catered.

Deliveries

Arrangements should be made with the site staff re: the location and time of deliveries and pick-up. Supplies should be delivered on the day of the event and removed (except for rented coat racks) upon completion of the event. Deliveries may be brought to the upstairs rear kitchen entrance (for beverages, foods, and beverage and food service supplies). The Site Manager or designated staff has authority to initial statements certifying 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.

Set-Up

Set-up is not to begin until 5:00 p.m. on the days that the site is open to the public (Wed.-Sun.). Set-up may begin at any time after 9 a.m. on Mondays or Tuesdays. Staff is not expected to carry equipment, food or beverages.

Food Service Areas

Beverages and foods are to be served from one or more 8-foot tables set-up in the mansion kitchen. Site staff is responsible for providing and setting up the table(s) and for covering the wooden floor beneath the table(s) with a runner, if needed. Site staff is also responsible for setting up a trash barrel (with plastic liner) adjacent to the beverage and food service table(s).

Serving Trays

The site requires the use of serving trays in each indoor area where foods or beverages are being served. Even when paper products, plastic glasses, and plastic utensils are used, serving trays are still to be used. 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. Total event time should be approximately 4 hours.

Caterer's Use of Mansion Furniture

No Mansion furniture or artifacts are to be used or moved by anyone other than designated site staff. 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 caterer and catering 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. No rice or lighted candles are permitted as decorations anywhere on the site.

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 should be left near the rear mansion kitchen entrance.

No Smoking Policy

Smoking is not permitted inside the mansion or within 15 feet of the Mansion entrance.

Public Restrooms

Restroom facilities are located in the lower basement hallway and may be used for interior events only. Exterior events will require the host to rent portable sanitary facilities, if more than 100 persons will be attending the event (public restrooms at the north edge of the site may be used for fewer than 100 persons).

Coat Racks

The site will provide two coat racks at no charge; the host is responsible for renting additional coat-racks, if needed.

Requesting an Event

After reading the Special Use Policy for Catered Events, you may request a date to host an event by contacting the site at (309) 828-1084 or by email at davismansion@yahoo.com. You may also submit your request to host an event at the Mansion by completing the reservation request form available on the website.

To allow for planning and to determine site/staff availability, please submit your request at least four weeks in advance of your event.