

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1037285

Vendor Name: Forest Preserve District of DuPage Coun

Invoice Number: 012722

Invoice Date: 3/28/2022

PO Number:

Check Number: 0298111

Check Amount: \$ 250.00

Check Date: 04/12/2022

Voucher Number: V0734541

Document Type: AP Invoice

Document Below

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 3/28/22 Vendor ID: 1037285 Vendor Name: Forest Preserve District of DuPage County

Payee Address: 3 S 580 Naperville Road, Wheaton, IL 60189 Payment Due Date: Fast Due on 3/30/22--Process ASAP or 4/15/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
012722	05-90-00829-5309001	Other Contractuals	250.00
Total			\$ 250.00

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

\$250 Rental Charges for International Jazz Event being held at Mayslake Peabody Estate on April 30, 2022.
(\$100 Security Deposit due 3/30/22 has been paid by Ken Scott)

Other Instructions:

Check payable to Forest Preserve District of DuPage County--Remittance Address: 1717 W. 31st St., Oak Brook, IL 60523 (as shown on invoice). Check must be processed no later than 4/15/22 checkrun--Do Not Mail, contact WDCB (Irene or Ken Scott when ready for pickup. Contact was approved in ESM Contract Mgmt. by Ellen Roberts 3-28-22.

All requests will require the following approvals:

Requester: Irene Pallasch Digitally signed by Irene Pallasch
Date: 2022.03.28 19:17:11 -05'00' Print Name: _____

Budget Officer: Dan Bindert Digitally signed by Dan Bindert
Date: 2022.03.29 08:24:35 -05'00' Print Name: _____

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (cont.)

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

"Pallasch, Irene" <pallasch@cod.edu>

PAY: Check Request - Forest Preserve District of DuPage County, VN 1037285 - \$250

"Pallasch, Irene" <pallasch@cod.edu>

Tue, Mar 29, 2022 at 02:51 PM GMT

CC:

BCC:

Please pay the attached Check Request form for \$250 Rental Fee to Forest Preserve District of DuPage County.

Thanks, Irene

From: Pallasch, Irene

Sent: Tuesday, March 29, 2022 8:41 AM

To: Zerrudo, Maria <zerrudom@COD.EDU>

Subject: Forest Preserve District of DuPage County, VN 1037285

Hi MariVic,

Here is the info on Forest Preserve District of DuPage County, VN 1037285. . . .

Ken paid the Security Deposit of \$100 to them because of the short time frame. So the attached check request is for the \$250 contract rental only. As long as we can be assured of a check being cut for the 4/15/22 checkrun, Mayslake is fine with that, please DO NOT MAIL it—contact me when ready, and we'll pick it up and deliver to Mayslake.

I've attach a copy of the signed check request, signed contract, and signed invoice. If you need anything else, I will only be available before 10a today. If it looks OK, tell me, and I'll send thru invoicing now.. . .

Thanks for your help,

Irene

Irene Pallasch

Administrative Assistant

90.9FM WDCB Public Radio

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

630.942.4295

pallasch@cod.edu

3 attachments

Mayslake (FPDDC) Check Request DB signed 3-29-22.pdf

FPDDC (Mayslake) Rental Invoice DB signed 3-29-22.pdf

FPDDC (Mayslake) Rental Contract 3-22-22 Completed-ER Signed (2).pdf



Mayslake Peabody Estate

Contract # 22-017

Rental Invoice Information

Invoice Date:	Event Date: 4/30/22
1/27/22	
Contact: Ken Scott	
Phone: 630-479-5299	
E-mail: scottk@cod.edu	
Rental: Event Hall Performance - nfp	\$ 250
Rental:	\$
Rental:	\$
Other:	\$
Other:	\$
Other:	\$
Total Rental Due:	\$ 250
First payment due date: 2/10/22	\$ 200
Remaining balance due date: 3/30/22	\$ 50
Other payments due date:	\$
Security deposit due date: 3/30/22	\$ 100

Please see above due dates for payment schedule. Mayslake Peabody Estate accepts personal checks, money orders and credit card (Visa / MasterCard / Discover / AmEx) payments. The security deposit will be returned within four weeks of the event should no damage have occurred. All checks should be made payable to the **Forest Preserve District of DuPage County (FPDDC)** and sent to:

Mayslake Peabody Estate
1717 W. 31st Street
Oak Brook, IL 60523
Attn: Sherry Brookes

OK to Pay
03/29/2022
Dan Bindert

Dan Bindert

FOR OFFICE USE ONLY:

First Payment:	FOP:	Date:
Security Deposit:	FOP:	Date:
Rental Balance:	FOP:	Date:
Brick:	FOP:	Date:
House Tours:	FOP:	Date:
Misc Rental:	FOP:	Date:
Misc Fee Share:	FOP:	Date:
Other:	FOP:	Date:





Mayslake Peabody Estate

Contract # 22-017

Rental Contract

Applicant Name(s): Ellen Roberts – VP Administrative Affairs

Organization Name: WDCB

425 Fawell Blvd

Glen Ellyn, IL 60137

Event Details

Event Date: Saturday, April 30, 2022	Event: International Jazz Day Concert
Location: Event Hall	
Set-up: 5:30PM	
Start: 7:30PM	
End: 10PM	
Clean-up: by 11PM	
Seating for appx. 100	

The undersigned has read and agrees to abide by all of Mayslake Peabody Estate policies and the policies of the Forest Preserve District of DuPage County, and will assume responsibility for any damage done to Mayslake Peabody Estate or its contents during the rental period and occurring as a result of using such facilities, including damage done by attendees. In the event that any damage occurs, the Forest Preserve District staff will make arrangements for this to be remedied and the applicant will be responsible for all costs incurred.

Furthermore, the applicant(s), vendors, agents, employees and guests will attend and use the Mayslake Peabody Estate at their own risk. The Forest Preserve District of DuPage County shall not be liable for any damage arising from personal injuries sustained by any such person on the premises of Mayslake Peabody Estate. The applicant(s) assumes full responsibility for such damages. Mayslake Peabody Estate and Forest Preserve District staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left at Mayslake Peabody Estate in conjunction with an event. In consideration of being granted the right to use Mayslake Peabody Estate, the applicant(s) hereby releases and holds harmless the Forest Preserve District of DuPage County, its Commissioners, employees and agents from any claims, demands or rights of action arising out of such use of Mayslake Peabody Estate and adjacent facilities.

(Please check both boxes)

- ☒ I/We have read and understand the foregoing assumption of risk and release statement.
- ☒ I/We agree to abide by all the Mayslake Peabody Estate Operational Guidelines included with this contract.

Signature of Applicant(s):

Ellen Roberts

4006ACF0BC3E425

Date: 3/28/2022

Date: _____





Mayslake Peabody Estate

Contract # 22-017

Mayslake Peabody Estate Operational Guidelines

Please read the following operational guidelines carefully, as these have been drawn up to ensure the smooth running of your booking. Please note that Mayslake Peabody Estate will have a representative on site during the event to ensure that all guidelines are observed. Failure to observe these guidelines will place the client in default of the contract.

1. To confirm the date, the required first payment must be submitted with the reservation contract. The payment is non-refundable if you cancel your event with less than six months between cancellation and your event. If you cancel with more than six months' notice you will receive 50% of your first payment, the remaining 50% will be non-refundable. Only one date change is allowed, provided the new date is within 12 months of the original date and you notify the Public Program Coordinator in writing of the desired date change at least 60 days prior to the original date scheduled. All date changes are based upon availability.
2. If, for any reason, the applicant(s) cancels the event less than 30 days prior to the event, all monies that have been paid to the Forest Preserve District of DuPage County will be forfeited.
3. We will hold tentative reservations for 14 days after we send out the contract. If the contract has not been confirmed upon the expiration of this time then the date will be available to other parties.
4. Full payment of the rental fee balance is due on the date stated on the invoice. If the balance is not submitted by the required deadline, the Forest Preserve District of DuPage County retains the right to cancel the event, and the applicant forfeits all monies theretofore paid to the Forest Preserve District of DuPage County.
5. Neither party will be responsible for failure to perform this contract if circumstances beyond their control (including but not limited to: acts of God, accidents, damage or destruction of premises, interruption of utility services, governmental authority or declared war in the United States) make it illegal or impossible for Mayslake Peabody Estate to hold the event.
6. Additions to the rental or unanticipated over-run of the rental period by either the caterer or the contract holder will be charged at a full hourly rate or part thereof. Payment is due within two weeks after the event or the security deposit will be forfeited to cover the additional administration and time accrued.
7. Mayslake Peabody Estate will not assume any responsibility for the damage or loss of any merchandise, articles or any property of any nature left on the premises prior to, during or following the event.
8. Any damage that occurs during the event, either permanent or that requires further professional clean-up or repair, will result in loss of the security deposit and/or will be passed to the Forest Preserve District's liability specialist for recovery of associated cost from the contract holder.





Mayslake Peabody Estate

Contract # 22-017

9. All events over 50 guests must be catered and served by licensed professionals meeting the insurance requirements of the Forest Preserve District of DuPage County (requirements provided upon request). The contract holder understands that the selected caterer must have a current liquor license and meet local ordinances if the contract holder intends to have alcohol served at the event. Only full-service caterers, capable of providing all service staff (for food and beverage), alcohol and bartender(s) and rental items (linen, china, flatware, glassware) are permitted to execute events at Mayslake Peabody Estate.
10. For catered events the set-up, moving and breakdown of any tables, chairs and items is the sole responsibility of the caterer. The caterer is to abide by all rules regarding operation and clean-up set forth by Mayslake Peabody Estate.
11. Final event layout and guest count must be approved and confirmed with the Mayslake Peabody Estate Public Program Coordinator no later than two weeks prior to event date.
12. The maximum time for bar service is four hours (excluding the pouring of wine at dinner tables). In order to facilitate the event ending on time, bar service must cease 30 minutes and music 15 minutes prior to the event's ending time as stated in the contract. Self-service (at the bar and/or on dinner tables), the use of kegs and the pouring of shots are not allowed.
13. Due to the historic nature of the site, no decorations, aisle runners or any other items are allowed to be attached (taped, stapled, hung, etc.) to any structural surface of Mayslake Hall, the Event Hall or the Portiuncula Chapel. Power cords may only be taped to certain surfaces which must be pre-approved.
14. The use of the following items, including but not limited to, is prohibited: open flame candles (votive candles and unity candles are allowed, only flameless candles in the library) / outdoor signage of any kind / outdoor amplified music / any flower petals outdoors and red/dark-colored flower petals indoors / aisle runners (in or outdoors) / rice / bird seed / bubbles / confetti / glitter / helium balloons / horseshoes / piñatas / egg toss / animal rides / dunk tanks / moon walk / trampoline / fireworks / silly string. Use and placement of all other items must be approved by Mayslake Peabody Estate staff.
15. Throughout the year Mayslake Peabody Estate hosts a variety of exhibits. Under no circumstances will the exhibited work be moved, rearranged or covered.
16. Mayslake Peabody Estate may host simultaneous indoor events at any given time, in which case bathrooms and lobby area will be shared.
17. Photography and videography is allowed only on the preserve grounds and within rented areas as specified in the contract.
18. All planned activities must be approved by the Mayslake Peabody Estate Public Program Coordinator.



Mayslake Hall / Event Hall Info

1. The historic house, Mayslake Hall, is listed on the National Register of Historic Places and is subject to ongoing restoration. This might, at times, impact some of the rental spaces.
2. The Event Hall is not an air-conditioned space.
3. Included in the rental is the use of available banquet chairs and tables. Subject to availability, white folding chairs may be used indoors for an additional fee. All set-up and breakdown of reception tables and chairs is the responsibility of the caterer.
4. A one-hour Open House Tour may be added to your event, provided it is confirmed with Mayslake Peabody Estate staff at least six weeks prior to the event date. Tours are \$5 per participant and will be invoiced following the event.
5. If rental items are required, delivery and pick-up must be scheduled with the Public Program Coordinator.
6. Alcohol may not be delivered to the site prior to your access time, nor may it be left behind following the event.
7. At this time, Mayslake Peabody Estate is not able to provide a dedicated bridal room.
8. The use of the pianos is strictly prohibited unless rented by the contract holder.
9. Mayslake Peabody Estate is a non-smoking facility. Smoking may occur outside, 15-feet or more from any entrance. Appropriate receptacles are provided.
10. Parking is available in the main lot. The authorized vehicle area is restricted to vehicles with a handicap permit.
11. Photographs may be taken within the rented spaces, per the contract, and on the grounds surrounding the mansion (to the lake and chapel). For reception rentals, bridal party photographs may also be taken in the foyer/staircase/hallway and possibly a few rooms upstairs, based upon availability.
12. The outdoor stage, property of First Folio Theatre, is a *strictly prohibited* area which cannot be used for photography or any other activities.

"Pallasch, Irene" <pallasch@cod.edu>

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