



**FACILITY RENTAL CONTRACT** (Revised November 2018)

Lessee (print): \_\_\_\_\_ Phone: \_\_\_\_\_

I \_\_\_\_\_, have read and understand the conditions of rental for the Spencerville Mill as outlined by the Spencerville Mill Foundation and agree to abide by the regulations.

Lessee (signature): \_\_\_\_\_ SMF: \_\_\_\_\_

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

<i>*To be completed by Lessee</i>		<i>SMF Notes</i>
*Date of Event: *Time:		
*Type of Event: Wedding ceremony, reception Indoor/outdoor Main floor/upper level Park Rental		
*Individual/Group Renting: *Number of people expected (wedding party + guests):		
*Mailing Address, including postal code: *E-mail:		
Rental Fee: Security Deposit Fee: Other Fees: chair covers: rehearsal/decorating: Total Due: HST:		
Paid:		
Date Security Deposit Paid:		
Date Security Deposit Returned:		
Balance Due:		
SMF Contact on day of the event:		
Confirmation of Special Occasion Permit received on:		Servers' Names:
Confirmation of 'liquor' policy insurance received on:		
Confirmation of servers' names & certification #'s received on:		

**\*Copies of S.O.P., Insurance, Servers' Names and certification #'s must be attached to this contract.**