

FACILITY RENTAL CONTRACT (Revised September 2019)

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: _____ <i>Other Fees:</i> chair covers: _____ rehearsal/decorating: _____ additional cleanup time@\$50/hr _____ 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.**