



Spencerville Mill Foundation

Rental of Facility – Policies

Rental period runs from May 1 - October 31

Description of Facility: Spencerville Mill & Museum is an 1860s, three story, historic gristmill located on the South Nation River about 80km southwest of Ottawa. Two floors of the Mill and the riverside Mill Park are available as rental space for public or private functions.

The lessee must understand and respect that artifacts and other objects displayed in the Mill & Museum shall not be touched, removed, covered or altered in any way. The Spencerville Mill Foundation's (SMF) primary concern must be the appropriate care and safeguarding of its collections and exhibitions. Thus, SMF reserves the right to refuse facility rental due to concerns for safety of the building, its holdings and/or conflicts with goals and purposes of the Mill & Museum.

Rental space available

Rental of the building includes access to main floor and second floor of the Mill & Museum, furniture as listed, washrooms and Mill Park. Occupancy for indoor areas is capped at 135. For a sit down reception we recommend no more than 75 on the main floor and a maximum of 100 on the second floor.

Rental of the park includes use of the gazebo, our outdoor furniture and access to our washrooms. Keep in mind that the Mill Park is enjoyed by visitors and neighbours. SMF cannot prohibit casual use of the site but does guarantee that only one event will be scheduled at any given time.

1. Rental fees for the Use of the Spencerville Mill & Museum

1.2 Please see break down of total fees owed at the end of this contract to determine total costs. SMF reserves the right to reduce this fee in circumstances where the events are of an educational or training nature.

1.3 Bookings are held on a first-come, first-serve basis. Rental spot will be held up to 48 hours without payment or a contract being signed. The reserved spot will expire automatically after 48 hours.

1.4 Facility should not be considered booked until ALL fees are paid and the following contract is signed.

1.5 All monies must be collected at least 3 months prior to event.

1.6 Mill and Mill Park can only be held and rented by Event Manager Mary Tessier.

1.7 We have a no pets policy. Service dogs are exempt.

1.8 Drinking water: clients are advised to provide bottled water as our water supply is not tested.

2. **Cancellation** must be done at least 60 days prior to the booking at which time all fees will be refunded minus a \$200 administration fee. Cancellations for use of park only will be \$50.

3. **Refundable security deposit** is required to reserve your rental. The Lessee will be responsible for any damage to the building or furnishing, including artifacts and exhibits. The deposit will be retained by SMF in the event of late cancellation, damage or non-compliance with the facility rental agreement.

4. **Heating** - There is a surcharge of \$200 per rental if heat is required during spring/ fall events. No other heat source is permitted.

5. During the summer season (July and August), the Mill & Museum is not available for rental between 10:00am and 4:00pm, except by special arrangement. SMF undertakes to not book the Mill & Museum on the same day to two different parties.

6. **Decorating** - Lessees are responsible for all set up, including furniture placement. The use of nails, staples, tape, tacks and similar material is not permitted in the building. Miniature lights may be suspended on the posts using existing hooks. During July and August early set up in the Mill may be permitted by special arrangement, however the public still has access to the premises between 10:00 am and 4:00 pm.

6.1 Set up in the park may take place during visiting hours. Fireworks, confetti, artificial flower petals or any similar products are not permitted in the Mill Park.

6.2 No machines, displays or artifacts are to be moved or altered in any way without prior consent from SMF. The Lessee will have access to the space(s) that they have booked during rental hours only. Offices and curatorial areas (lower floor & general store) are private and closed to rental clients. Please respect closed doors/gates.

6.3 Planned decorations to be used in the Mill & Museum or in the Mill Park must be discussed with and approved by the SMF Director or Representative accepting this agreement.

6.4 Deliveries - Materials must be done on the day of the function at a prearranged time.

7. **Take Down and Cleanup** - Lessees and guests are expected to return the facilities and grounds to the condition in which they found them before the beginning of their event. This includes, but is not limited to, replacement of furniture, sweeping the floors and the removal of garbage. SMF will provide garbage bags and recycling bags.

All recycling, leftover food, alcoholic beverages, empty bottles and containers, dishes, and personal items must be removed from the property.

All garbage must be removed from the property or properly bagged, sealed and stored in the covered trash cans provided by the Mill.

Take down and cleanup must be completed within the rental times or the following day at \$50 per hour as previously negotiated with the Event Manager.

The Mill will close and clients will vacate the property no later than 1:00 am.

All remaining personal effects and equipment rentals must be removed from the property by 10:00 the next morning unless previously negotiated with the Event Manager.

Disregard of these decorating and clean up conditions will result in the loss of part or all of security deposit as deemed appropriate by the SMF representative.

8. **Onsite Security** - SMF requires one authorized staff person or board designated representative to be on site at all times. SMF will provide a clean facility and will arrange to open and close the Mill.

9. No smoking, vaping, candles or open flames are permitted in the Mill & Museum or directly outside on viewing deck or loading dock. Caterers may use Sterno heaters for food. Battery operated candles are recommended.

10. **Alcoholic beverages** - No alcoholic beverages shall be brought into or consumed on site either inside or outside the Mill without expressed written consent from the Spencerville Mill foundation. Lessees are fully responsible for acquiring their own liability insurance policy and adding "The Mill" as additional insured. Lessees are also responsible for obtaining a Special Occasion Permit from the AGCO and a total compliance with all Liquor License Act regulations. SMF requires proof of the obtained license and accompanying insurance coverage one week prior to the scheduled event.

10.1 Be advised that alcoholic beverages can be consumed only in the building or on the front deck according to the SO permit.

10.2 SMF requires confirmation of the servers' names and their Smart Serve Certification numbers one week prior to the event.

10.3 Advisory: If the lessee is planning an outdoor event in the Mill Park where alcohol is being served, all regulations as outlined in the application for a Special Occasion Permit must be followed. If a tent is to be erected a letter must also be written to the local building department. It is advised that local authorities be informed at least 30 days prior to the event.

11. Children must be accompanied and adequately supervised by adults. No persons are permitted on the lower level as it is for exhibit purposes only. Running and other boisterous activity is prohibited in the building.

12. **Accessibility** - Washrooms and the main floor are fully wheelchair accessible. Two sets of stairs provide access to the second floor however there is no elevator.

13. **Parking** - There is limited parking space on Water Street. We ask that patrons park on the Mill side of the street. One space is designated for handicapped parking, close to the wheelchair ramp. Be aware that space must be left for firetruck access to the dry hydrant on the river.

14. SMF will not be responsible for any lost, stolen, damaged or mislaid articles. Further, SMF is not responsible for any injuries or any other peril which occurs to any person or persons during the time that this agreement is in effect.

15. SMF reserves the right to cancel at any time prior to or during a function where due to unforeseen circumstances, structure failure makes the use of the building impractical, or where an infraction of the law occurs or has occurred on the part of the Lessee.

Rental Costs Provide:

Use of main floor, upper level, accessible washrooms and Mill Park
 Wheel chair accessibility to main floor
 Use of flat screen TV and DVD player,
 WiFi
 Power and lighting – including power to gazebo
 Limited on-site parking
 An onsite manager to provide assistance and answer questions on day of event

Access to:

10 - 8 ft. rectangular plastic tables,
 6 - 4 ft. rectangular plastic tables,
 120 upholstered folding chairs,
 96 chairs – green plastic, best for outdoor use,
 31 round tables – green plastic, best for outdoor use

Rental Fees:

Basic Fee: \$165 per hour plus HST,
 includes \$50 cleaning fee and \$14 per hr. site management fee

3 hours, (minimum) including set up & take down \$450

**Security Deposit: \$200*

4 hours, (minimum) including set up & take down \$600

**Security Deposit: \$300*

Note: additional cleanup/take down time available on the following day @ \$50/hr.

Full Day, including set up and take down (Not available in July and August):

10 hours, 2:00 pm – 12 midnight \$1,650

12 hours, noon – midnight \$1,980

14 hours, 10:00 am – midnight \$2,310

**Security Deposit: \$500*

- Small Events as follows:
 \$75 per hour + \$50 cleaning fee for Business Meetings and Not for profit organizations
**Security Deposit: 30% of rent*
- Park Rental (to reserve park for private use) \$400 per day.
**Security Deposit: \$150*
- \$50 per hour for indoor photo sessions. Must be prearranged
- \$1.25 per chair cover. (100 White satin-look chair covers are available. Covers are of polyester fabric and must be returned cleaned and folded. Please wash in warm/cold water, hang to dry and fluff in a warm, not hot, drier.)

*HST will be added to all fees except Security Deposit Fee