



Spencerville Mill Foundation

**P.O. Box 215
Spencerville, ON
K0E 1X0**

Rental of Facility – Policies

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 only includes use of the gazebo and our outdoor furniture. It does not provide 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

Rental fee for the use of the Spencerville Mill & Museum:

- \$300 for up to two hours, including set up and take down.
- \$600 for 4 hours including set up and take down. Additional hours on the day of the event are available for a rate of \$100 per hour up to a maximum of \$800.
- \$200 for 4 hours private use of Mill Park only
- \$45 for 2 hours for a wedding rehearsal, decorating or photo session held on another day
\$25 for each additional hour

1.1 There will be a surcharge of \$100 per hour or part thereof after midnight. Facility closes at 1:00 am

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, Sheila Fawcett

1.7 We have a no pets policy

1. **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
2. **Refundable security deposit** of \$300.00 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
3. **Heating**
There is a surcharge of \$150 per rental if heat is required during spring/ fall events. No other heat source is permitted.
4. 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.
5. **Decorating** must be accomplished outside of the public hours: 10:00 am to 4:00 pm. 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. Early set up in the Mill may be permitted by special arrangement, however the public still has access to the premises.
 - 5.1 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 .
 - 5.2 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.
 - 5.3 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

5.4 Deliveries

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

6. 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. All food, alcoholic beverages, empty bottles and containers must be removed from the property.

Take down must be completed by midnight or, if necessary, between 9:00 -10:00 am the next day.

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

7. 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.

8. No smoking, 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

9. 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.

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

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

9.3 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.

10. 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.

11. 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 .

12. 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 .

13. 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.

14. 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:

Rental	Fee
Mill Facility & Park	<ul style="list-style-type: none"> • \$300 for two hours or • \$600.00 for 4 hours + \$100.00 for additional hours up to a maximum of \$800.00
Heat	\$150
Security Deposit	\$300.00

Extras : Use of 100 white satin-look chair covers.	\$1.25/ chair cover*
Park Rental (to reserve park for private use)	\$200
Photo session indoors.	\$45 for up to 2 hours \$25 per hour for additional hours. Must be prearranged.
Wedding rehearsal/ decorating.	Wedding rehearsal/ decorating \$45 for up to 2 hours \$25 per hour for additional hours. Must be prearranged

Note: HST will be added to all fees.

*Chair 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.