

# The Mill Winery & Event Center LLC

## Small Party Rental Contract

Effective as of 06/26/2017 and subject to change

### Rental Options:

1/3 Indoor Warehouse (Capacity 60)

or

1/3 Pavilion (Capacity 75)

2/3 Pavilion (Capacity 125)

### Price

\$300 Tuesday - Wednesday

\$500 Thursday - Friday

\$400 Tuesday - Wednesday

\$650 Thursday - Friday

\* 1/3 and 2/3 space rentals are not available on Saturdays

### Rental Includes:

- Round tables (60", seating 8 people)
- Rectangular tables (6 feet by 3 feet)
- Standard white table cloths for round and rectangular tables listed above
- Limited number of farmhouse tables & farmhouse bar height tables for use on the pavilion only (table cloths not provided)
- Chairs for the number of people listed in the rental agreement
- Table and chair set up and breakdown at beginning and end of event
- Rental time beginning at noon and ending no later than:
  - 11:00pm on Tuesday, Wednesday & Thursday
  - Midnight on Friday

*\*Rental time may be started earlier than noon, but there is a \$50 per hour fee for each hour before noon that you wish to come in and \$100 per hour to extend the rental time longer than 12 hours.*

### Reservations and Deposits:

Rental fees are non-refundable and are due as follows

- 50% - upon booking
- 50% - 30 days prior to the event

If booked within 30 days, full payment is required

### **Cancellations or Changes:**

In the event of a cancellation, the client will forfeit any fees paid to date. Cancellations made within 30 days of the event will forfeit the entire rental fee.

In the event a client is forced to change the date of the event, we will make every effort to transfer reservations to support the new date. If The Mill cannot accommodate the new date, the client will forfeit all fees paid to date.

### **Decorations**

- All decorations must be removed at conclusion of event.
- The use of candles must be approved by The Mill & **must be fully contained.**
- No masking tape, duct tape, nails, staples, etc. are allowed.
- No confetti, mylar, or glitter type decorations are allowed.
- No throwing of birdseed, rice, flower petals or confetti.
- No sparklers or fireworks of any kind.

### **Cleaning/Damage Fee:**

In addition to the rental fee, a \$250.00 refundable cleaning/damage fee will be collected following an event should the following requirements not be met:

- all decorations and personal items removed from property by renter (any items left behind will incur a \$50 per day storage fee and become property of the Mill after 1 week)
- no physical damage done to equipment, building or property
- any outside rental equipment or rental property removed
- area cleaned and vacated by 11:00pm Tuesday, Wednesday & Thursday or midnight Friday
- facility must be in the same condition as prior to the event

**We require the attached Credit Card Authorization form to be filled out for this purpose**

### **Bar and Alcohol Services**

- All alcohol service (Only Beer & Wine available) must be provided by The Mill.
- A bartender & bar set up can be added to a small space rental:
  - a \$200.00 bar minimum for hosted bars
  - a \$100.00 set up fee for "cash" bars
- Alcohol is pre-ordered 2 weeks prior to your event.
- No alcohol will be served to minors.
- Last call for bar service is 10:30pm Tuesday-Thursday & 11:30pm Friday.
- Bartenders will not provide wait staff services (i.e. serving table side, cleaning of catering items, etc.)

- Any outside alcohol brought on premise is cause for immediate dismissal from the property and/or subject to additional \$500.00 fee.

### **Catering & Caterer Prep Space**

Caterers/Renter will have access to a hand washing sink. Caterers/Renter does not have access to our kitchen area or any type of heating or cooling equipment, this includes refrigerator, walk in cooler, ice machine warmer, oven, etc.

**The Mill staff is not responsible for clean up of catering items.**

### **Parking**

On street parking is not permitted by the City. We ask that you park in The Mill parking lot, or in the public parking lot just to the south/west of The Mill.

### **Other House Rules**

- The Mill is not responsible for inconveniences or difficulties due to inclement weather.
- **Entertainment that requires a sound system is not allowed with small space rentals.** You must rent the entire warehouse or pavilion spaces to bring in your own music as the remaining portion of the space is open for other groups.
- The Warehouse and Pavilion spaces can be divided into smaller rooms with curtains or wine barrels, so if renting 1/3 or 2/3 of the space, please know that the remaining area will be open to wine bar customers or possibly another rental group.
- Renter must provide The Mill with a list of event service providers within 30 days of the event. (Caterers, Decorators, etc. - see attached sheet)
- Renter or their designee must stay on site until all vendor items are removed.
- Renters are responsible for clean up of decorations & personal items after the event.
- Any outside alcohol brought on premise is cause for immediate dismissal from the property and/or subject to additional \$500.00 fee.
- Clean up must be completed 11:00pm Tuesday, Wednesday & Thursday or midnight Friday or the \$250 cleaning/damage fee plus the hourly overtime will be charged.
- (any items left behind will incur a \$50 per day storage fee and become property of the Mill after 1 week)
- The Wine Bar will continue normal operating hours even when an event is booked.

Please sign this page to indicate that you have read and understand this rental contract. If you are under 18 years old, you must have your parent or guardian sign below accompanying your signature.

I certify that I have read and understand the terms and conditions stated within the rental contract and agree to abide by them.

Printed Name: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

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

Mill Manager Signature: \_\_\_\_\_

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

Mill Contact Information:  
Director of Events - Amber Wallace  
events@themillwinery.com  
phone 325-788-0360

Please return this form with payment  
Effective 06/26/2017 and subject to change

## Liability

The undersigned agrees to indemnify and hold harmless The Mill Winery & Event Center LLC, its owners, employees and affiliates from any and all claims, demands, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food, or products hired or obtained by the renter. The Mill and its staff will also not be held responsible for lost, stolen or forgotten articles.

The undersigned has read and agrees to abide by the above rental policies and hereby agrees to the rental.

Space being Rented:  1/3 Warehouse       1/3 Pavilion       2/3 Pavilion

Venue Rental: \$ \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Set Up Arrival Time: \_\_\_\_\_

Estimated Departure Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Name for Reserved Sign (max 3 short words): \_\_\_\_\_

Check if adding:  Black Table Cloths (\$10 per table)     Event Bar & Hours: \_\_\_\_\_ (max 6 hours)

Name of Renter: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

## Payment Schedule

50% Deposit: \$ \_\_\_\_\_ (due upon booking)

50% Remaining Rental Fee: \$ \_\_\_\_\_ (due upon 30 days prior to event)

Signature of Renter: \_\_\_\_\_ date: \_\_\_\_\_

The Mill Representative: \_\_\_\_\_ date: \_\_\_\_\_

Credit Card Authorization Form

Name on the Card: \_\_\_\_\_

Type of Card: Visa \_\_\_ MC \_\_\_ AmEx \_\_\_ Discover \_\_\_ Other \_\_\_

Account number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Amount to be Charged \_\_\_\_\_

By signing this form, you authorize The Mill Wine Bar & Event Center to charge your card for the following:

1. Should the cleaning/damage criteria not be met.
2. Should you exceed your rental time.
3. For any outstanding event bar balance or items.
4. For violation of Mill alcohol policy.
5. For any outstanding rental balance not paid by payment scheduled date.

Payment may be made by check or cash, however your card will be charged if payment is not made two weeks following your event.

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

Mill Manager: \_\_\_\_\_ Date: \_\_\_\_\_

## Vendor Information

Please fill out for any vendors using for your event. This information is due  
30 days from your event to help in planning.

Event name: \_\_\_\_\_ Date: \_\_\_\_\_

Event Host: \_\_\_\_\_

Role	Business Name	Contact Name	Day of Contact Number
<b>Day of Point of Contact</b>			
<b>Party Planner</b>			
<b>Caterer</b>			
<b>Rental Company (dishes, decorations, etc)</b>			
<b>Photographer</b>			
<b>Cake/Bakery</b>			
<b>Officiant</b>			
<b>Florist:</b>			
<b>Other:</b>			
<b>Other:</b>			