

## **The Mill Event Space LLC. Rental Agreement**

The Mill Event Space

5 East Main Street

Dover Foxcroft, ME. 04426

Contact: Jade Harmon at [jharmon@dfmill.com](mailto:jharmon@dfmill.com)

Enjoy your next celebration at The Mill Event Space with great views of the Piscataquis River and 100+ years of historic charm. The staff here at The Mill look forward to helping make your wedding day a success. It is important that you understand the policies described below to insure that your day goes as smoothly as possible.



### **SPACE RENTAL:**

This agreement is for the space rental only. If you are in need of an event planner or a caterer you are free to use one of your choice from an outside source for any of your other event needs. The party planner scheduling a wedding must agree to assume full responsibility for the conduct of its guests, members, participants, vendors or employees. This is the responsibility of the party planner, and the renter. The Mill Event Space is solely providing the physical space for the event. All outside contracts are subject to the restrictions and guidelines of the outside service provider and are in no way connected to The Mill Event Space or its staff members. However, copies of all agreements made with outside service providers must be presented to The Mill Event Space staff prior to the booked event, and must be approved and accepted by the management in order for the event to be held. The Mill Event Space LLC., and Mayo Mill MT LLC. are not held responsible for any outside services or additional contracts with outside vendors.

### **EVENT SPACE CAPACITY:**

The 3,600 SF Event Space at the Mill offers 180 degree views of the river and is available for rent on a daily, or hourly basis. The maximum capacity is 250 people.

**RATES:**

Payment for the event space rental must be paid in full on the day of booking. The Mill Event Space is rented at a rate of:

\$800 /Day for Weddings

\$600/ Day for Parties

\$400/ Day for Non Profit Organizations

\$175/Hour

All rentals include one day to setup and teardown. The event space doors will be unlocked and locked by the management at 12pm the day before the event, and 12pm the day after the event unless otherwise agreed upon.

**DEPOSITS:**

Events are booked on a FIRST COME, FIRST SERVE basis. No tentative holds. PAYMENT IN FULL on the day of booking (Credit/Debit or Check) is REQUIRED and will secure the reservation of your preferred date and time. The Mill does not accept partial booking deposits.

**CANCELLATIONS:**

Cancellations made up to 90 days prior the event are fully refundable. Any cancellations made within the 90 days prior to the event will not be eligible for a refund. If any special circumstances may arise, please contact The Mill Event Space Staff with any concerns or questions.

**SECURITY DEPOSIT/DAMAGES:**

There is a \$500 refundable security/damage deposit for all rentals, due at the time of booking. The money will be returned in full within 30 days following the event after an inspection by the staff has been made, and no damage has been done. Any damages to the property will be deducted as needed from the \$500 deposit before being returned to the renter.

**PAYMENT OVERVIEW:**

Payments due at the time of booking include: the space rental fee to be paid in full for the type of event requested, as well as a \$500 security/damage deposit that is to be returned to the renter as long as no physical harm has come to the property.

Initial showing your understanding of the security deposit, and payment options. \_\_\_\_\_

## **POLICIES ( In Alphabetical Order )**

### **ACCESSIBILITY:**

The Mill Event Space has an ADA accessible entrance on the side of the event space building. It is located in the alley before the event space parking lot. The complex has designated parking spots as well as an appropriate ramp, and entrance to the building.

### **ALCOHOL:**

In accordance with the liquor laws of the State of Maine, alcohol is permitted at The Mill Event Space under the following conditions only:

**\*Selling Alcohol:** If alcohol is going to be for sale, or consumption at your event you may only do so by hiring a licensed bar service. A copy of bar services Off Site License must be provided to The Mill Event Space 2 weeks prior to your event.

**\*Unopened Bottles:** You may not sell unopened bottles of alcohol and then remove them from the venue. (i.e. into the parking lot, street, or any other of the Mill complex buildings).

**\*B.Y.O.B (Bring your own bottle):** If you are holding a PUBLIC BYOB event you must apply for a permit from City Hall prior to your event. At a BYOB event, no alcohol is for sale. period. A copy of the approved permit will need to be given to The Mill Event Space Staff at least 2 weeks prior to your event.

Click Here for B.Y.O.B Permit:

<http://www.maine.gov/dps/liqr/doc>

**\*Free Alcohol:** You may provide alcohol to your guests, free of charge. No permit is needed for this, but the renter maintains ALL liability for the amount of alcohol given to their guests and is responsible for the actions of their guests. Please let the Event Space Staff know if this is the option you are choosing.

The Mill Event Space LLC., and Mayo Mill MT LLC. to be held harmless for any results of any event containing alcohol.

Initial showing your understanding of The Mill Event Space alcohol policies. \_\_\_\_\_

**DELIVERIES:**

All rentals and vendor deliveries must be coordinated with both the renter and The Mill Event Space management for drop off and pick up. All deliveries must be included within your booked time slot.

**DECORATIONS:**

Outside decorations are permitted. However, no decorations are allowed on sprinkler system or lighting fixtures. Items that are NOT permitted are as follows: duct or scotch taping, nails, or tacks. Candles are prohibited, unless they are flameless. In addition, the windows facing the parking lot CANNOT be covered in any way.

**DJ's/ MUSIC:**

All music being played, or provided by DJ's or live music, need to be kept at 70 decibel level. A DJ Test of 70 decibels has been done to ensure comfortable level of music for the residents. Other venues are available for rental for after parties or DJ's. All music needs to be **cut off at 9:45 P.M.** This rental agreement supersedes all other contracts with individual DJ's or musical groups. The Mill Event Space LLC. and staff members reserve all rights to turn off and manage music levels throughout the event.

**FOOD AND BEVERAGE:**

Outside food and beverage is allowed, including alcohol. However, the client is responsible for flatware, dinnerware, tables and chairs as The Mill does not provide those services at this time.

**GENERAL:**

The Mill Event Space is a private event space. Management reserves the right to cancel event, or refuse use of its space for any reason deemed necessary, prior to OR during an event.

**LIABILITY:**

The Mill Event Space is not liable for, and cannot assume responsibility for damage or loss of property left in The Mill Event Space prior to, during, or following your event. We appreciate the premises being restored to the original condition following conclusion of your event. In the event, that any property of The Mill Event Space is damaged by the client, its agents, employees, or any person admitted to the space reserved by the client, the client will reimburse The Mill Event Space for all damages, or unusual cleanup fees by means of the \$500 security deposit paid by the client prior to the event.

Initial to show your understanding that The Mill is NOT responsible for the actions of its clients, their guests, or the companies that they work with. \_\_\_\_\_

**MINORS:**

No person (including another minor) may furnish, give, sell or deliver liquor to a minor (Criminal Offense Class D Crime) Any event where alcohol is present minors must be accompanied by a parent, guardian or legal custodian.

**MUSIC:**

All events are subject to music restrictions. The Mill Event Space is located directly under residential living spaces at The Mill. Management reserves the right to adjust sound levels. All music must cease at 9:45 PM and not go beyond 80 Decibels. The decibel level will be monitored by a staff member periodically through your event. The Mill Event Space has the right to refuse entertainment deemed inappropriate. DJs and Bands must provide their own sound equipment, and comply with the terms of the Mill Event Space music restrictions that their client (the renter) has agreed to.

**OUTSIDE VENDORS/SERVICES:**

All renters must present a copy of each outside vendor/service contract that is contracted for the said event. These contracts will be kept on file. These contracts need to be presented no later than 14 days prior to the event. In the case of an event planner, the contracted event planner must read and sign The Mill Event Space LLC. Space Rental Agreement, and assume all responsibility for said event.

**PARKING:**

There is parking for the Mill Event Space located at the Far end of the parking lot along the riverside. Residents at the Mill have priority to front parking spaces and access to stairs.

**SITE VISITS:**

Site visits are scheduled by appointment only. Please email [info@dfmill.com](mailto:info@dfmill.com) to check availability, or stop into The Mill Inn and Cafe to make an appointment.

**SMOKING:**

There is NO smoking allowed inside The Mill Event Space. The client must inform all guests that they need to smoke outside and dispose of cigarettes in proper disposal containers. The Mill Event Space is part of a residential building, and respecting and protecting the residents' public space is a priority of The Mill Event Space.

**STAFF:**

There will be a staff member will be on site and monitoring your event. Once you enter the venue, the space is under the care of the renter. Renters are responsible for setting up and cleaning up after their own events.

**TRASH:**

Any Garbage must be collected and discarded on your own. Use of On-site dumpsters is prohibited as they belong to the residents of The Mill. Failure to dispose of trash will result in a fee for extra trash pickup.

**UNDERAGE EVENTS:**

The Mill Event Space requires [1] chaperone per [10] children. Parents must be present 15 minutes before event end time to pick up children. Underage events must end by 10 pm.

**SIGNATURE:**

Please sign below indicating that you, the renter, agree to, and understand the policies and guidelines that The Mill Event Space Management have set in place. Failure to sign this document, or inability to comply with the rules set in place by The Mill Event Space will potentially result in cancellation of the event, or withholding of the security deposit in any amount deemed necessary by the management.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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

Rental Rate : \_\_\_\_\_

Security/ Damage Deposit: \_\_\_\_\_

Paid by : check/ credit card

Amount Paid: \_\_\_\_\_