

The Millstone

(423) 943-2894

Wedding and Special Event Venue Contract

CLIENT INFORMATION:

Lessee/Clients:

Name, Phone: _____

Address: _____

Email Address: _____

Name, Phone: _____

Email Address: _____

Address: _____

Permanent Address for Future Correspondence: _____

Payment Contact: _____

Phone: _____

Email: _____

Event Information:

Projected Guest Count: _____

Event Day and Date(s): _____

Ceremony Time (Estimate): _____

The Millstone

PAYMENT INFORMATION:

Deposit/ Payments: A \$1,000 deposit, along with acceptance of contract, is required to reserve The Millstone for your specified dates. The deposit check goes toward the total rental fee. \$500 of the deposit is non-refundable in the event of cancelation. Quarterly payments are expected in a prorated amount, and the balance is to be paid in full by 90 days before event.

Damage Deposit: CLIENTS of The Millstone are liable for all damages to the facility, furnishings, equipment, and grounds. The renter is also responsible for any damages incurred by contract labor, rental company, vendors, support staff, and guests.

A separate check for \$500 will be held as a damage deposit. The check is returned upon completion of event via mail, assuming venue is left in satisfactory condition. The damage deposit is required 7 days before the event.

Date Changes: The Millstone will make every effort to accommodate date changes if needed. The CLIENT(S) acknowledge(s) that in the event of a date change, they forfeit their deposit. Date changes must be agreed to in writing.

Cancellations: If you cancel prior to 150 days before event, proceeds will be returned less the \$500 deposit. Within the 150 days, but before 90 days, you will receive a 50% refund. Inside 90 days is nonrefundable and cancellations must be received in writing to be valid. Add-on days are subject to the same policy.

Amendments: It is critical for both parties that any changes to this contract be solely expressed and confirmed in writing. Oral representations are not valid.

Waiver of Contractual Right: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Applicable Law: This Agreement shall be governed by the laws of the state of Tennessee and Washington County.

Venue Representative: The Millstone, at its discretion, will provide a representative to be at your event. He or she is there to address any needs you may have as it results to the venue and protect the venue's interests.

RULES AND REGULATIONS:

Candles: NO use of candles is permitted inside the mill or any other structures on the property. Candles are permitted outside as long as they are safely contained.

Confetti/Glitter: NO glitter is allowed, and only water-soluble confetti is allowed.

Decorations:

- NO nails, staples, screws, etc. are allowed in trees, floors, or on sheetrock walls
- In some applications, it may be granted to adhere to beams inside the mill. ALL fasteners must be removed. CLIENTS must get plans approved by a Millstone representative
- The only adhesive material allowed to be used is “painters tape”.
- If fresh flowers are not used, CLIENTS must remove all remnants of flowers, etc. Failure to do so will result in deductions from damage deposit.

Tables and Chairs: The Millstone will provide up to 200 chairs, (17) 6’ round tables for your event, (3) 6’ rectangular tables, and (1) 8’ rectangular table.

Foot Print: Included in your rental is use of the entire property: including the mill, bridal cabin, grounds, and parking areas. Guests are not allowed to fish or play in the creek or pond.

Catering: The Millstone places no restrictions on what company you use for catering. We do insist that they complete a proper cleanup. Failure to do so may result in monetary penalty and loss of damage deposit.

Smoking: There is NO SMOKING inside any building. Smoking is allowed outside, but “filters” must be disposed of in designated urns.

Cleanup: It is The Millstone’s expectation that any trash is gathered and placed in designated dumpsters. Trash cans are to be emptied, and any spills must be cleaned up. ALL decorations must be removed; including fake flora, etc. Failure to do so will result in damage deposit reductions. A Millstone representative will be present at the end of the event to do an inspection.

Overnight Stay: The wedding couple will receive a complimentary overnight stay on property. If any other person stays, it is considered an overnight stay and is subject to additional fees. A maximum of 10 people can stay on property with the addition of an overnight stay.

All activity must be kept inside after 11:00 PM.

GENERAL INFORMATION:

Hours: 11:00 AM-12:00 AM.

- **All music must stop by 10:00 PM.**
- **Last call 10:00 PM.**
- **Event must end at 11:00 PM.**
- **All patrons out by 12:00 AM.**
- **Wedding couple vacate property at 9:00 AM (if applicable).**

Photo Sessions: With your booking of an event at The Millstone, you will receive a complimentary use of grounds for a photo session. This session will need to be scheduled with management.

Photo Release: CLIENTS hereby consent and agree that The Millstone has the right to take photographs, videotape, or digital recordings of the event and use these media for the purpose of advertising. CLIENTS consent that names and identity may be revealed therein by descriptive text or commentary. CLIENTS understand that there will be no financial or other remuneration for recording or photographs.

Removal of Brought Items: If your event brings on premises items or props such as: tables, chairs, linens, tents, music equipment, decorations, etc., those items MUST be removed by 9 AM the morning following your event day. Failure to do so may result in loss of damage deposit. Any deviation from this policy MUST be agreed to in writing by The Millstone.

PACKAGE INFORMATION:

- **Weekday Package (\$2,250):** Monday-Thursday Event, Monday-Thursday Event, Sunday-Thursday Overnight, Parking Attendant, Table and Chair Setup.
- **Thursday/ Friday Package (\$2,850):** Friday Event, Thursday Event, Thursday Overnight, Parking Attendant, Table and Chair Setup.
- **Saturday Package (\$3,350):** Saturday Event, Rehearsal Time, Parking Attendant, Table and Chair Setup.
- **Sunday/ Monday Package (1,850):** Sunday Event, Sunday Overnight, Monday Event, Parking Attendant, Table and Chair Setup.

The Millstone

**BUYING SHEET
(423) 943-2894**

A La Carte

<input type="checkbox"/> Friday event	\$1,950
<input type="checkbox"/> Sunday event	\$1,500
<input type="checkbox"/> Monday –Thursday event	\$1,200
<input type="checkbox"/> Friday overnight night stay*	\$575
<input type="checkbox"/> Saturday overnight stay*	\$650
<input type="checkbox"/> Sunday –Thursday overnight stay*	\$400

Packages

<input type="checkbox"/> Weekday Package	\$2,000
<input type="checkbox"/> Thursday/ Friday Package	\$2,850
<input type="checkbox"/> Saturday Package	\$3,350
<input type="checkbox"/> Sunday/ Monday Package	\$1,850
<input type="checkbox"/> Alcohol Premium	\$150

Total _____

*Must have event or add on event to have an overnight stay.

- 10% Military discount to the day of wedding if bride or groom serves in the Armed Forces.....THANK YOU FOR YOUR SERVICE!!!!
- 10% premium charged to wedding party size over 200 patrons.

Payment may be mailed to: The Millstone; P.O. Box 8654; Gray, TN 37615

Make checks payable to: The Millstone Venue Corporation.

Payment Schedule	Date	Amount	Amount Remaining
Deposit			
Payment 1			
Payment 2			
Payment 3			
Final Payment			

The Millstone

715 Carson Creek Rd Limestone TN

Initials ____

Alcohol Consumption Policy:

Any event or venue rental at The Millstone is solely responsible for the safety and wellbeing of its patrons. This includes the proper serving and age verification procedures of any alcoholic beverages. If your event is serving alcohol, or if your guests are consuming alcohol, prior to the event, you **MUST** submit coverage of "Host Liability" from your homeowners' or renters' insurance policy, and list The Millstone Venue Corporation as additionally insured. Documentation must be provided no later than 30 days prior to event. If you do not have either of these coverages, you can purchase an "event policy" from a local insurer. You **MUST** use a licensed serving company. Please contact us if you need more information.

Failure to provide this documentation within the specified timeframe will result in not being allowed to serve alcohol.

Last call no later than 10:00 PM

Check and sign one of the below:

I, _____ (event /venue renter), have read and understand the above policy on alcohol consumption at The Millstone. We ARE NOT serving alcoholic beverages.

Date: _____

I, _____ (event /venue renter), have read and understand the above policy on alcohol consumption. We ARE serving alcoholic beverages. I understand that we will be charged \$150 for this reason. We will provide proper documentation within the specified timeframe.

Date: _____

Included in rental:

- 100% exclusive access to the entire property, including the mill and bridal cabin.
- 200 chairs, (17) 6' circular tables, (3) 6' rectangular tables, (1) 8' rectangular table.
- Free Wi-Fi.
- Cable TV.
- Use of covered pavilion.
- Full use of kitchen.
- Full use of bridal cabin.
- Full use of "man cave".
- Complimentary overnight stay for wedding couple.
- Complimentary use of Millstone for photo session.
- Parking attendant.
- Availability of a Millstone representative for planning session.
- Use of on-hand decorations.
- Artistic landscape lighting.
- Table and chair setup.

The Millstone

Signatures:

The Millstone and the CLIENT(S) hereby agree to the provisions set forth in this document.

The Millstone Representative _____

Date _____

Client Representative _____

Date _____

Client Representative _____

Date _____

Client Representative _____

Date _____

Event Notes/ Special Requirements:
