

Date of Event: _____

Type of Event: _____



The Mill

A Historic Event Venue

Events \$1000.00

Events for Profit \$1500.00

Tables and Chairs included in Rental

To Reserve Date: \$250.00 Non-Refundable Deposit
must be paid to book date.

\$100.00 Key and Garbage Cash Deposit

Full Payment Due 30 Days Prior to Event

See Policy

Contact Person _____

Address _____

Two Contact Numbers:

Name and Number: _____

Name and Number: _____

Email Address: _____

The Mill is located 520 S Railroad Blvd., McComb, MS. Contact number for rental is 601-684-4678.

Mailing Address is P.O. Box 1407, McComb, MS 39649

Effective June 1, 2018

St. Andrew's The Mill Rental Policies Agreement

Our objective when renting The Mill to the public for events is to provide the public a facility that is useful and attractive for all types of functions. To accomplish this objective, The Mill's staff has set policies for rentals that will ensure the integrity of the building's appearance for all to enjoy. The following are policies set in place to for all functions.

- St. Andrew's supplies tables and chairs. (28 6 ft. rectangular tables and 275 chairs)
- The Mill also has a large ice machine and prep kitchen/area.
- No firearms or weapons of any kind are allowed of the premises.
- St. Andrew's does not provide security officers. If you want security, you are allowed provide them.
- All events for young adults (under the age of 21) must be chaperoned/supervised by adults.
- Smoking inside the center is prohibited.
- Excessively loud music is NOT allowed. Must can be played at a reasonable tone.
- Alcoholic beverages are allowed, but they cannot leave the building and CANNOT be sold without a proper permit.
- Everyone is encouraged to be out of the rental space by 1 A.M.
- ALL garbage must be removed from building and put in the dumpster by the end of the event.
- Everyone is required to stay in the event venue and not allowed to wander the Mill.
- If garbage is not removed and placed into dumpster, renter will be charged with garbage fee which will be removed from key/garbage cash deposit.
- If rental payments are not paid within 30 days of the event, St. Andrew's Mission has authority to cancel event and open the day up for rental.

St. Andrew's Mission, Inc. is not responsible for any loss of personal property or any injury incurred at an event at The Mill. This includes, but is not limited to, any such loss of property or injury during the preparations for an event, or the clean-up or break-down of decorations, furniture, kitchen ware, or any other event paraphernalia.

Name _____ Date _____

Signature _____

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