



Event Hall

Our historic 100+ year old building with locally-iconic sawtooth roof is a perfect space for banquets, retreats, and small to medium weddings and receptions.

Capacity during COVID-19 (in effect until further notice)

Standing reception (with no food or drinks): 25

Theater seating (with pre wrapped food/drinks): 25

Seating Classroom Style (with pre wrapped food/drinks): 25

Rates for space only

Weekday 8a-5p: \$150/hour

Weekday 5p-9p: \$175/hour

Weekends 8a-12a: \$175/hour

2 hour minimum reservation required, setup of room in your choice of layout cost of \$75.

Included in rental

Our 1,850 square foot lower level event hall space

Catering/prep space with commercial refrigerator storage, microwave, dish sanitizer (no stove/oven)

Two accessible restrooms

ADA compliant elevator lift

WiFi Internet

Furniture

- 10 24" round cocktail tables (standing or seated height)
- 2 6' rectangular tables
- 3 8' rectangular tables (1 heavy)
- 20 4' round plastic tables (seats 4-6 guests per table)
- 30 18"x72" classroom/seminar tables (seats 1-2 guest per table)
- 150 white padded chairs
- 16 black/red molded chairs with wire legs
- 3 small blue couches
- A few miscellaneous chairs and tables

Available for rent

Linens

- Black spandex/polyester table skirts \$5/table

Audio/visual

- PA speaker system with 4-channel mixer \$75/day
 - 4 channel mixer board with Bluetooth capabilities for music, etc.
 - 4 wireless microphones and 1 cabled microphone
- Wireless digital projector and drop-down screen \$75/day
 - Several dongles to work with most computers and use of our Mac if needed

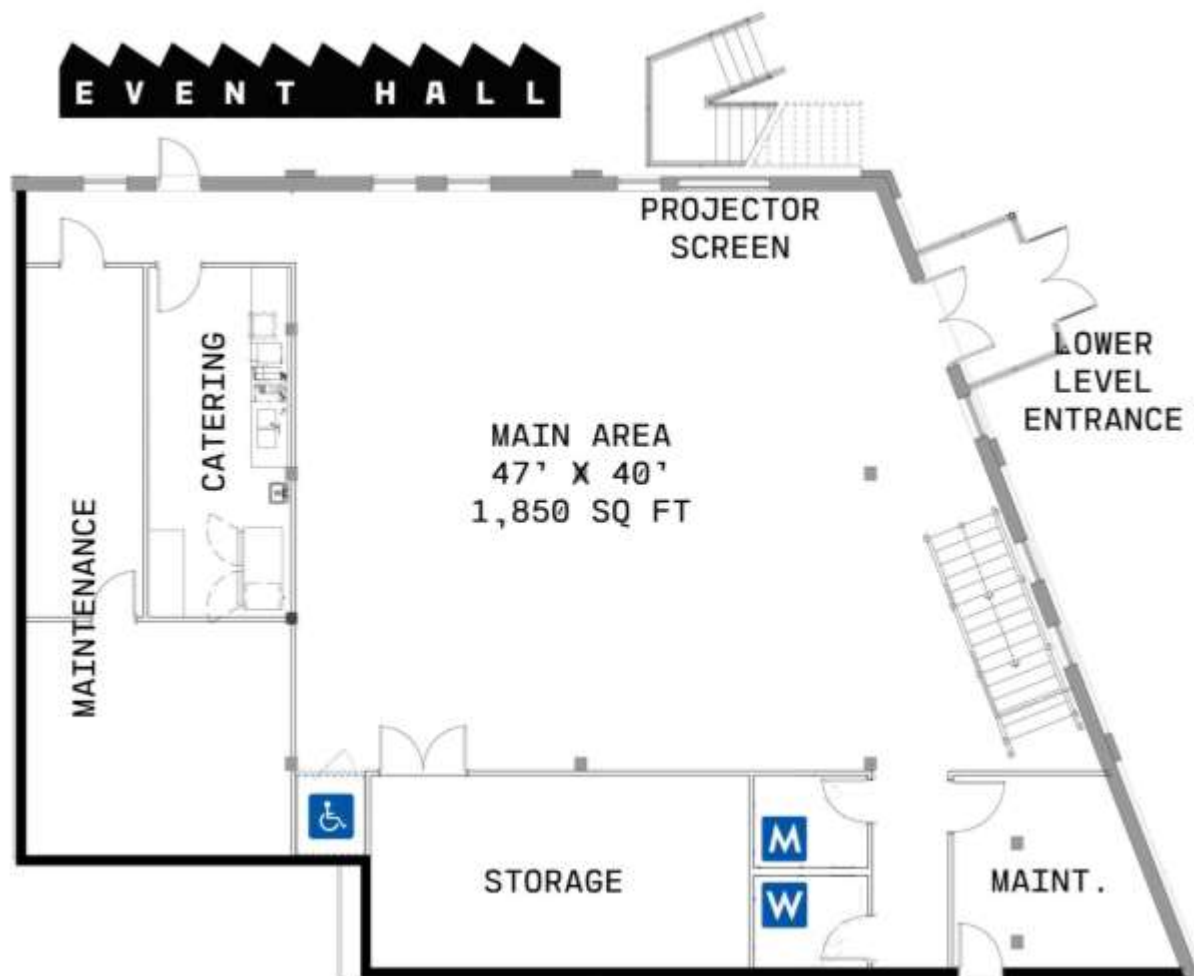
For additional rental items, such as large rectangular tables, additional linens, chairs, chocolate fountains, etc., we recommend [Perfect Parties Tents and Events](#)

Availability

To see what dates are available for booking simply [click here to view our calendar!](#) Please note that this does update frequently and should be used as a guide only.

Add ons and additional fees

Our member kitchen, balcony, and outdoor plaza may be added on (at the discretion of management) for additional fees and is assessed on a case by case basis. Events taking place on weekends and lasting 8+ hours (including setup time) may be charged an additional \$500 fee. For any events with food a cleaning fee of \$150 will be added to your invoice.





CONFERENCE ROOMS

Conference Rooms

We offer a variety of conference and multi-use rooms for both members of The Mill and the community. See below for specifics and details on each area.



One of two smaller conference rooms ideal for one-on-one meetings and small groups.

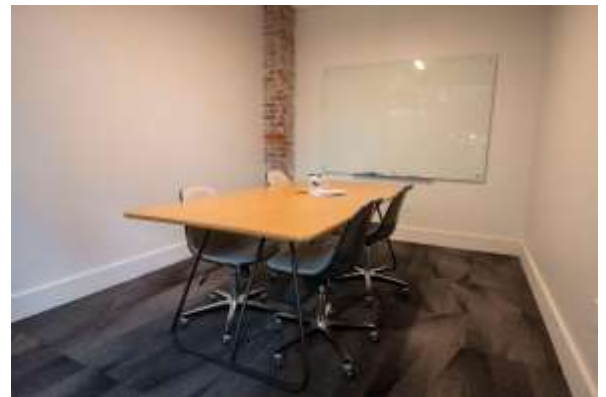
Capacity during COVID: 2 guests

Rates: Weekday rates are \$15/hour or \$100/day

Included in rental: Glassboard, tv monitor

Availability

To see what dates are available for booking simply [click here to view our calendar!](#) Please note, this should be used only as a guide. Our meeting rooms fill up quickly and all dates should be cross checked with a staff member at The Mill.



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One of two smaller conference rooms ideal for one-on-one meetings and small groups.

Capacity during COVID-19: 2 guests

Rates: Weekday rates are \$15/hour or \$100/day

Included in rental: Glassboard, tv monitor

Availability

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Our mid-size conference room is great for meetings, smaller workshops, and retreats.

Capacity during COVID-19: 4 guests

Rates: Weekday rates are \$25/hour or \$150/day

Included in rental: Two glassboards, tv monitor

Availability

To see what dates are available for booking simply [click here to view our calendar!](#) Please note, this should be used only as a guide. Our meeting rooms fill up quickly and all dates should be cross checked with a staff member at The Mill.



C L A S S R O O M

Classroom

Our large classroom is ideal for large meetings, trainings, workshops, and retreats.

Capacity during COVID-19: Up to 15 guests

Room setup will be a boardroom style seating, or classroom style seating.

Rates

Weekday rates are \$50/hour or \$320/day

Included in rental

Two whiteboards, digital projector, and screen.

Availability

To see what dates are available for booking simply [click here to view our calendar!](#) Please note, this should be used only as a guide. Our meeting rooms fill up quickly and all dates should be cross checked with a staff member at The Mill.





Frequently Asked Questions

Do you offer discounts?

We are happy to offer a 20% discount for non-profit organizations and members of The Mill, not counting future members.

Where is The Mill located?

We are located at 642 N Madison Street directly south of Upland Brewing on 11th Street.

Where can guests park during the event?

Please relay to your guests that: The Mill is located at 642 N Madison, just across the street from Upland Brewing Co on 11th St. Parking out front on Madison St and Maker Way is for Mill members only M-F 8a-5p. There is one ADA parking space located at the corner of Madison and 11th on the east side of the street. Vehicles may be parked at the Morton Street garage at 220 N Morton St, or on 11th, Morton, or Rogers. Free parking nearby (when available) is located west of Rogers on 11th St. There is bike parking on the west and

south sides of the building, and the #2 bus travels along Morton Street. If it after 5 pm M - F they can park on Madison Street or Makers Way or anytime on Saturday and Sunday.

What is your policy on food?

You are welcome to bring in box meals or coffee service from an outside vendor.

For banquets and weddings we recommend One World Catering (Bloomington-based), Nameless Catering (Indianapolis-based), Upland Brewing Company (Bloomington-based), and Board + Blade (Ellettsville-based) as caterers that are familiar with catering events at our facility. Again, you can only bring in box meals or coffee service.

Meetings and small events are welcome to order carryout box lunches to be delivered to The Mill.

For full service meetings ask us about our coffee/tea service!

Can we have alcohol at our event?

Yes, you can. You will have to hire a license bartender to serve drinks at the event.

Which entrance do I use for the event hall space?

The entrance to the event space is on the ground level at the southwest corner of the building.

Can I decorate the space?

Of course, we encourage you to make it your own! We just ask that you ONLY use masking tape when attaching things to the walls and brick and Gaffer tape on the floors. No tacks, nails, staples, command hooks, duct tape, etc are allowed.

Can I tour the space prior to booking?

Yes, we would love to give you a tour and recommend looking at the space before you book, especially for large events. Please [schedule](#) or call us at 812-250-9714.

How do I secure the space?

[Check out this easy form](#) to begin your reservation process. Please note that our space is booked on a first come first serve basis. Our booking process consists of a verbal agreement resulting in a hold on the space, followed by a signed contract, invoice detailing your order, and reservations over \$350 may not be finalized until a 50% deposit is received.

How late can I rent your facilities?

The Event Hall may be rented by non-members after hours and weekends but all guests must be out of the building by midnight. The classroom and smaller conference rooms may be reserved between the hours of 7a and 6p M-F. Additional hours may be added on with the approval of staff at a 20% rate increase.