

# MORELAND MILL EVENT GUIDELINES

Moreland Mill contacts: Town Hall, 770-251-3428  
Email: [townclerk@morelandtownhall.com](mailto:townclerk@morelandtownhall.com)

**Capacity: 200**

## GUIDELINES

Any person interested in using the Moreland Mill must schedule the event through the Town of Moreland office at the Town Hall. A date will be reserved upon receipt of a 50 percent, non-refundable usage fee deposit, a \$300 cleaning deposit, and a signed contract. The balance of the usage fee shall be due fourteen (14) days prior to the event. The cleaning deposit will be returned after the Mill has been jointly inspected by the User and a representative of the Town of Moreland and the town representative agrees the Mill is acceptable condition. **Any furniture, equipment, fixtures, or decorative items removed from their original location or position will be returned to its original location or position. Artifacts in the Museum or in storage are not to be used.**

If the User plans to serve alcoholic beverages during an event, User must follow the stipulations set forth in Town Ordinance allowing alcoholic beverages to be served on the Mill premises.

Because of the close proximity of the Mill to residential areas, all activities at the Mill must cease not later than 12:00 midnight.

## AVAILABILITY:

### Daytime Events

Monday –Friday 10:00 A.M. until 5:00 P.M.

Usage Fee: \$100.00

Saturday Half Day Rental 10:00 A.M. – 5:00 P.M. \$300.00

### Nighttime Events

Periods of Use: one night or three-day periods

Usage Fee: Nights: Monday, Tues, Wed, Thurs, (\$300.00), Friday or Saturday 5:00 P.M. until Midnight (\$700.0); Sunday all day (\$300.00) Three-Day period: (\$1350.00)

Night Periods: The night period is for seven (7) hours from 5:00 P.M. until 12:00 A.M. midnight, including set up and cleanup time. There will be a charge of \$50.00 per hour for extra hours at the beginning and end of the event. The three-day periods are to accommodate events that require a day set-up time (decorating, preparation), a day for the event, and a day afterward for cleanup. For example, a wedding reception for Saturday night could require Friday for preparation, Saturday for the reception, and Sunday for cleanup. If a User wished to reserve the facility for one night only, all event-

related decorations and paraphernalia must be removed by mid-night of the period in which the facility was used.

### **WALK-THROUGH INSPECTION**

A walk-through inspection with the User and a Town representative must be scheduled no less than two weeks in advance of the event. The Town reserves the right to determine which areas may be used for food and drink service.

**SMOKING IS PROHIBITED** in the Mill.

### **RIGHT OF CANCELLATION**

The Town reserves the right to cancel an event up to three months in advance (with full refund of the deposit) should it conflict with a Town event. If the User cancels up to thirty days before their event, the User forfeits the 50 percent, non-refundable deposit.

### **DECORATIONS**

The User is responsible for all decorating and special effects for the event, within the following guidelines:

- All decorations and signs must be freestanding.
- Hanging signs and banners on the exterior of buildings or fences is not permitted.
- **Use of candles. Candles may be used for illumination and decoration as long as they are votive-type in a manner that prevents spilling the melting wax onto the floor or any surface. Candles used in any arrangement must be “dripless” and not used in any manner that would constitute a fire hazard.**

### **RENTAL EQUIPMENT**

Rentals must be delivered the day of the event and picked up immediately following the event unless other arrangements have been made in advance with the Town. The Town cannot assume any responsibility for items left by the caterer, guests, or User. User or caterer is responsible for the timely removal of all articles brought in during the event. Please remind all service personnel that they are working in an historic building and that special care needs to be taken in setting up and breaking down.

## CATERING

The User may retain a caterer of their choice.

\* Breakdown must occur immediately after the event and all rental and decorating items must be removed, unless special arrangements are made in advance. The Town cannot assume any responsibility for items left by the caterer, guests, or User.

**\* User will be responsible for ensuring that caterers clean up thoroughly; this includes removing all trash from premises.**

\* Any carving station, etc., set up over carpeting should have protective covering placed underneath it.

\* Food may be warmed in the kitchenette area. Cooking is not permitted at the facility.

\* All dishes, glassware, etc., must be taken off premises to be rinsed and/or washed.

The cost of any unusual cleaning requirements (i.e. removing stains on floors, removing garbage left behind, removing paper or artificial flowers from the lawn, etc.) will be deducted from the cleaning deposit. If cleaning deposit does not cover the cost of cleaning, the remaining amount will be charged to the User.

## DAMAGES AND THEFT

Any damages caused to the Mill or theft of items from the Mill during the rental period will be charged to the User.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

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

Name of Event: \_\_\_\_\_

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

Time of Event: \_\_\_\_\_

**By signing below, the User reserving the Moreland Mill confirms they have read and understand the requirements in the Guidelines and agrees to the following conditions:**

- 1. To abide by The Moreland Mill Event Guidelines (and the alcoholic beverage ordinance if serving alcoholic beverages).**
- 2. To hold the Town of Moreland harmless for any damages to persons or property before, during, and after the event for which this reservation is made.**
- 3. To pay for any damages to property or disappearances of exhibits or property occurring during the preparation for, during, or cleanup after the event.**

\_\_\_\_\_  
(Signature) (Date)

Reservation Date(s) \_\_\_\_\_

Usage Fee Deposit Received \_\_\_\_\_  
(Amount) (Date)

Cleaning Deposit Received \_\_\_\_\_  
(Amount) (Date)

Town Signature \_\_\_\_\_  
(Date)

## Schedule of Usage Fees

### FOR THE MILL

**Meetings and events will be in the Community Room, not in the Town Hall.**

#### **Day Events** (10:00 AM to 5:00 PM)

<b>Monday – Friday .....</b>	<b>\$100.00</b>
<b>Saturday Half Day Rental.....</b>	<b>\$300.00</b>
<b>Cleaning Deposit for Half Day Rental.....</b>	<b>\$150.00</b>

**For non-profit functions.....\$40 per hour, not to exceed \$100 for 8 hours.  
Minimum of one hour.**

<b>All Day Friday and Saturday .....</b>	<b>\$1200.00</b>
<b>All Day Friday, Saturday and until 5PM on Sunday.....</b>	<b>\$1350.00</b>
<b>Sunday (ALL DAY ).....</b>	<b>\$300.00</b>

#### **Night Events** (5:00 PM to midnight)

<b>Monday-Thursday .....</b>	<b>\$300.00</b>
<b>Friday .....</b>	<b>\$700.00</b>
<b>Saturday .....</b>	<b>\$700.00</b>

#### **For Non-profit functions**

<b>Monday – Thursday.....</b>	<b>\$150.00</b>
<b>Friday.....</b>	<b>\$200.00</b>
<b>Saturday .....</b>	<b>\$225.00</b>
<b>Three Day Events (Fri, Sat, and until 5PM on Sunday).....</b>	<b>\$600.00</b>

### FOR THE PAVILLION

**Restroom facilities not available.**

<b>Day events (9 AM – 5 PM).....</b>	<b>\$50.00</b>
<b>Night events (5 PM – Midnight, Mon – Sat).....</b>	<b>\$75.00</b>