

The Factory Mill Room Contract

Thank you for considering the Mill Room for your special occasion. Please be assured that our staff will make every effort to provide the personalized service necessary for a successful event.

The rental fee includes 2 hours for set up, use of the Factory's audio/video equipment, and use of the room for the hours of the event. The rental agreement covers the Mill Room specified, with access to the parking lot and all common areas of the Factory.

1. The room fee and any other costs associated with your event are due in full 2 weeks prior to the event.
2. If the reservation is cancelled, the deposit will be forfeited or may be applied to a future event in the same calendar year.
3. All food and beverages must be approved by the Factory prior to the event.
4. Wall decorations and/or directional signs must meet prior approval from the Factory. Glitter and confetti are not permitted on the premises. No tacks, nails, or tape may be used on the walls for decorating purposes.
5. The event host (customer) shall be responsible and shall reimburse the Factory for any damage, loss, or liability incurred on the premises by the customer's guests and/or by persons or organizations contracted by the customer to provide service or goods prior to, during and after the scheduled event.
6. The Factory shall not be responsible for any damage or loss of any merchandise or personal articles left on the premises prior to or after the scheduled event.
7. Entertainment is permitted during the use of the room based on the following conditions: All musical instruments may not be amplified in any way and must be kept at stage sound. Volume is set to manager's discretion. Vocals may be amplified at a minimal and reasonable volume.
8. The Factory shall not be liable for non-performance of this contract, when such non-performance is attributable to labor disputes or strikes, accidents, government (federal, state or municipal) regulations of/or travel restrictions, availability of food and/or beverages, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of and prevent or interfere with the performance of the Factory and its staff.

UPON ARRIVING AT THE FACTORY FOR YOUR EVENT CALL # 868-2531 FOR ASSISTANCE IN GETTING INTO THE MILL ROOM. IF YOU ARE UNABLE TO REACH ANYONE AT THIS NUMBER CALL 291-4416.

Day / Date of the Event: _____

Start Time / End Time: _____

Setup Start Time: _____

Type of Event: _____

Estimated Number of Guests: _____

Set-up request _____

Total Event Cost: _____

Deposit Payment: _____ Method of Payment: _____

Applied to *balance _____ or to *cleaning fee _____

Balance due _____ **date due** _____

Client name: _____

Client ph# H _____ W _____

Cell# _____ e-mail _____

Address: _____

Client Signature: _____

Factory Name: _____

Factory Signature: _____

**Renter is still required to remove trash

Special Requests/Contract Notes: