



# PRIVATE EVENTS

## Frequently Asked Questions

### What is the booking process?

To confirm your reservation for a private event, a deposit of 25% of the total event invoice is required upon signing the event contract. The remaining payments are structured as follows: an additional 25% is due 60 days before the event, another 25% is required 30 days prior, and the final 25% must be paid 48 hours before the event. Please be aware that failure to make these payments by the specified deadlines may result in the cancellation of your booking. Invoices will be issued to the event host, and payments can be made easily online or directly to the event director via cash or check. If your event is scheduled within 30 days, the full payment is required at the time of booking.

### Do you offer catering?

We offer catering menus for both food and beverages. The payment for the food and beverage will be included in the event invoice. Please be aware that taxes and gratuities are not included in package pricing and will be applied as additional charges.

### Can I bring in an outside food?

Outside catering with approved vendors is allowed. Vendors must have all necessary licensing and insurance.

### Can I bring my own drinks?

No outside beverages are allowed, they need to be purchased on-site.

### Do you have tables and chairs?

All of our event spaces come with tables and chairs included in the rental fee for the event space.

### Are there kitchen facilities?

The kitchen is not accessible to the public. All outside food catering preparation must take place outside of our facilities. Remember we do have catering packages available!

### Are decorations included?

While we don't provide decorations, you're more than welcome to bring your own! We kindly request that you avoid using nails or any methods that could leave lasting marks on the walls.

### Can I come early to set up?

You will be allowed entry into the event space 30 minutes prior for setup and an additional 30 minutes afterward for cleanup. If you or your vendors require extra setup time, please ensure to reserve the event space accordingly.

### Do you have someone on site during events?

There will be a shift manager present at the property for every event. For private events that have arranged for food or alcohol catering through The Mill, a dedicated staff member will be assigned exclusively to your event.

### What is your cancellation policy?

All notice of cancellation must be submitted in writing. Cancellations made more than 14 days before the event will be refunded in full, minus any costs incurred. Cancellations between 14 and 8 days will receive a 75% refund, minus any costs incurred. Cancellations made 7 days or less before the event will receive a 50% refund, minus any costs incurred.

### Do you require a security deposit?

The determination of the security deposit will be made on a case-by-case basis.

### Are any items prohibited?

The use of candles, confetti, glitter, pyrotechnics, sparklers, or similar items is strictly prohibited.