 **Dawt Mill Resort**

 **Special Event Agreement**

**Reserve a location on the DAWT MILL RESORT property:**

**Website**: [www.dawtmill.com](http://www.dawtmill.com)

**Phone number**: 417-284-3540

**Fax**: 417-284-7029

**Email**: thedawtmill@gmail.com

The **CONFERENCE CENTER** offers meeting space to accommodate up to **50 people**.

The DAWT MILL RESORT Conference Center is a perfect setting for your next meeting, conference, staff retreat or club meeting. We can also host your wedding or reception, anniversary, family or class reunion.

The room provides a beautiful view of the North Fork River and Henegar’s Grist Mill through their oversized windows. The view is complimented by the rock and cedar inside. There is a covered wrap-around porch and outside deck that can be utilized. Everything is handicap accessible. Smoking is not permitted inside the conference room.

**Terms and Agreements:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Catering Service**

**We encourage the use of the Grist Mill Restaurant, but catering can be arranged.**

Dawt Mill Resort offers an extensive menu that can be easily customized to meet your specific needs. Buffet style meals, appetizer platters, sandwich trays, and a variety of drink choices are sure to please your guests. All food service is buffet style. We can help you plan your meeting, wedding or reunion and will be available to assist during the event for an additional charge.

**Terms and Agreements:**

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* **UPPER DECK:** $750 + $200 Deposit (Price is for 50 seats)

The Upper Deck is located on the **back side of** **Henegar’s Grist Mill**. It provides a beautiful setting for your wedding, with a backdrop of the North Fork River.

* **GRAVEL BAR AND LOWER DECK:** $950 + $200 Deposit (Price is for 100 seats)

The Gravel Bar and Lower Deck is located **below the upper-deck**. The Gravel Bar is covered and has an attached deck that is outside with a stage at the north end. It provides another beautiful setting for your special day. 100

* **BEACH BAR:** $650 + $200 Deposit

The Beach Bar is located **next to the Chef’s Table**. It is partially covered and next to the river’s edge.

* **MILL WHEEL YARD:** $250 + $200 Deposit

The Mill Wheel Yard is a small grassy area **between the Gravel Bar entrance and the Chef’s Table**.

**Terms and Agreements:**

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All of our venues are pre-set to accommodate a certain number of people. If your event requires more chairs, tables, etc. they are available for a fee. You are always welcome to decorate as you please, but all decorations are to be cleaned up by the pre-set time of 8 PM unless prior arrangements have been made.

At the base price, the customer is responsible for set up and cleaning by 8 PM. If you require our staff to set up and clean for you, this can be pre-arranged for an additional fee.

**Linens, extra chairs, tables, etc.:**

Round Tables - $25 each

 Chairs - $3 each

 Small Table Cloths - $6 each

 Large Table Cloths - $10 each

 Banquet Tables - $10 each

There will be an additional deposit of $200 refundable after the venue has been inspected by our staff for cleanup. Upon reservation and signing of the contract, a deposit of ½ the rental fee is required and the balance due for the entire package 10 days prior to the event. We must have a credit card on file. No exceptions. Any cancellation after 10 days prior to the event will not be refunded. A resort credit will be applied.

Please contact us and we will be glad to help you arrange everything. We will go over all prices and expectations at your meeting. We assure you that we will do everything we can to make sure your event is everything you desire. We will discuss the exact number of chairs and tables needed for your event and the cost of the additional equipment.