

EVENTS CONTRACT



This Contract is made effective _____ by and between Dawt Mill Resort, and _____(CLIENT(S)).
CLIENT(S) represent their desire to hold a special event or wedding on _____.
This contract is void if not returned in 2 weeks of date issued. This includes emails for quotes. ISSUE DATE:

Therefore, the parties agree as followed:

1. EVENT SPACES:

___MILL - includes Mill Loft, Hearthside and Mill Bar- \$ 1,200

Limited availability Memorial Day -Labor Day Sunday-Friday. Off Season availability after Labor Day Sunday-Saturday

Whole building rental. The Mill Loft can comfortably seat 25 in rows, the Hearthside, overlooking the river, can seat up to 30 for rehearsal dinners, birthday/life event celebrations, family dinners and any other event you want to celebrate. Mill Bar comes with a bartender and completes the celebration space. Includes 2 restrooms on the main floor where the Store/Gift Shop is located.

___GRAVEL BAR- \$1,500- Year round availability

Overlooking the North Fork River, the Gravel Bar is perfect for larger celebrations, receptions and gatherings. The Gravel Bar area is screened in and seats 60 -80 at tables. Private bar, buffet area and 2 bathrooms. This is a three season space.

___ BEACH BAR & LOWER DECK - \$1,200

Limited availability Memorial Day -Labor Day Monday-Thursday. Off Season full availability after Labor Day

Casual celebrating at its best. The perfect spot for gatherings from weddings, reunions, birthdays, receptions and any celebration in between. Seating up to 40 in the Beach Bar with the Lower Deck seating up to 70 in rows or 45 at tables. The Lower Deck includes an elevated stage for ceremonies or performing. Includes 3 bathrooms, bar and fire pit. This is a relaxing and gorgeous three season space overlooking the North Fork River.

___CONFERENCE ROOM - \$200- Year round availability

Located on the bottom floor of the Cotton Gin Inn the Conference Room can seat up to 40. The perfect space for small to medium sized meetings, receptions, celebrations, baby showers, birthdays and more. Includes 3 bathrooms and three walls of windows for a beautiful view of the outdoors. This is the only event space on property where you will be allowed to bring your own food, see catering services below for more information.

___ CLEANING DEPOSIT - \$250

Refundable after areas are inspected by staff for damages.

INITIAL HERE _____

EXTRAS

Item	Price	Indicate if needed or not	
Table Set Up and Breakdown by Staff	\$250	YES	NO
Lodging for Event	50% deposit	YES	NO

Tables and Chairs	
Black Folding Chairs	30
Off White Padded Folding Chairs	40
Black Metal Patio Chairs (Beach Bar)	50
18in X 8 ft banquet tables	12
24in X 8ft folding tables	10
6ft rounds	8
42 X 72 metal patio (Beach Bar)	5

- You are welcome to decorate as you please, **NO STAPLES, TACKS OR NAILS**, all decorations must be cleaned up one hour after the event unless prior arrangements have been made with staff.
- Access to decorate for your event is granted one day prior during regular business hours. Extra time will need a time extension agreement with the event associate and corresponding fees per hour.
- All venues are rented by the day, access begins at 9am and ends at 9pm with clean up by 10pm unless preapproved between client and Dawt Mill Staff.
- If the event time extends beyond 9pm Time Extension Fee is required at \$100/hr.
- Space rental includes tables and chairs for the number of guests quoted by the event space description.
- At the base price, CLIENT(S) are responsible for set up and clean-up. Staff will only make seating and tables available and not set it up. CLIENT will be responsible for setting up and arranging tables and chairs and taking them down and putting them in an approved area after the event.
- At extra cost full set-up and breakdown by Dawt Mill Staff includes tables and chairs being unloaded, set up in a pre approved arrangement between staff and client, and being taken down and stored after the event. Changes to seating arrangements are finalized 7 days prior to the event, if changes occur after this time there will be an extra fee of \$150. Staff do not assist in putting up or taking down personal/rented decorations.
- All outdoor venues are 3 season unheated spaces. No heaters provided, pre-approved heat sources only.

Lodging Reservations for Events

- If lodging is requested for the intended event, lodging policy requires 50% at time of booking.
- 50% deposit is for the total number of requested rooms.
- Dawt Mill will not hold lodging for specific events with no deposit.
- **CANCELLATION POLICY:** 10% fee for all cancellations. Cancellations within 10 days of reservation full deposit is forfeited

INITIAL HERE _____

2. IN HOUSE CATERING

A) YES NO

An extensive menu is available and can be easily customized to meet your needs. Buffet style meals, appetizer platters, plated meals, and a variety of drink choices are sure to please you and your guests. We can help you plan your meeting, wedding, reunion or event and will be available to assist during the event.

All food, alcohol, and beverages must be purchased through DAWT MILL. **No outside catering allowed in any of our venues.** Only exception is the Conference Room only, please confer with the Event Associate about food options for the Conference Room. The number of persons served may be increased or decreased until **10 days prior to the event.**

A gratuity of 20% will be added to the final catering bill. 20% Alcohol gratuity is separate from catering.

If guest count is less than 30, you will have the option of a 3 course plated dinner.
For guest count exceeding 30 Service will be buffet style and glassware and silverware are disposable.

Meals to be Catered			
Breakfast:	Lunch:	Dinner:	Appetizers:
Meal Style			
Buffet Style:	Plated 3 Course:	Platters:	Family Style:

Menu

Price per guest	
Number of Guests	
20% Gratuity	
Total-	

DEPOSIT: 50% Deposit to reserve catering services Amount: _____ Date Recorded _____

INITIAL HERE _____

2B) BAR SERVICE: YES NO

	Bar Service Type Per drink price	Mixed Drinks \$10	Beer \$5	Wine \$8
	Open Bar-Reserving party pays full bill	YES NO	YES NO	YES NO
	Cash Bar-Guests pay for all drinks	YES NO	YES NO	YES NO
	Cash /Tab Combo-Reserving party provides tab max to guests then guests pay after max	YES NO	YES NO	YES NO

Alcohol choices: Up to 5 mixed Drinks, 5 Beers and Wine or what is on hand.

- Mark which Bar service type you are requesting and which drinks you want available**
- Drinks selections can be discussed with event associate.**
- No separating drink types between cash and tab.**
- NO OUTSIDE ALCOHOL ALLOWED.**

3. CLIENT(S) CANCELLATION:

The venue and food/alcohol are refundable less 10% up to 10 days prior to the event date. Cancellations after this due date are non-refundable with no exchange of goods and services. In the event DAWT MILL should cancel the reservation, all deposits will be returned. The \$250 cleaning deposit is 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.

4. DATE CHANGES:

In the event CLIENT(S) is forced to change the date of the event, every effort will be made by Dawt Mill Resort to transfer reservations to support the new date. CLIENT(S) agree that in the event of a date change, any expenses including but not limited to deposits and fees that are deemed non-refundable and non-transferable are the sole responsibility of _____.

5. UNFORESEEN EVENTS:

CLIENT(S) will not hold Dawt Mill responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, or interruptions of public utilities. If a Natural Disaster were to occur, preventing the event from taking place as scheduled, Dawt Mill will allow for the event to be rescheduled, pending availability, with no penalty. Last minute cancellations of outdoor sites due to inclement weather will have the option to be rescheduled, pending availability, with no penalty, but will **not** be considered for refunds.

6. LIABILITY:

CLIENT(S) will not hold DAWT MILL, its Management Team, staff and volunteers, liable suit, actions, damages, and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at DAWT MILL.

7. AMENDMENT

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties minimum 10 days prior to the event. See section 7A for amendments made in writing.

INITIAL HERE _____

8. SEVERABILITY

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

9. WAIVER OF CONTRACTUAL RIGHT

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

10. APPLICABLE LAW

This Agreement shall be governed by the laws of the State of Missouri.

11. RULES AND REGULATIONS

- A. CLIENT(S) are responsible for their guests and their guests behavior on DAWT MILL property. DAWT MILL reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.
- B. CLIENT(S) are responsible for providing their own decorations, photographer, and music.
- C. All events must end by 9 PM and be cleaned up by 10pm on the date of the event, unless prior arrangements have been made with event staff and are in writing.
- D. All decorations must be removed without leaving damages. NO STAPLES, TACKS OR NAILS. Be kind and leave the property as you found it. If lit candles are used, you must provide a glass base/container for each candle.
 - a. We recommend command strips, velcro, string and rope.
- E. Alcohol may not be served to minors. At any time, if Dawt Mill staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.
- F. Children are not permitted to wander the grounds unsupervised by an adult.
- G. All electrical outlets on the property are available for use by the wedding parties and their vendors. The parties are encouraged to inspect the locations and number of outlets prior to the event..
- H. All outdoor venues are 3 season unheated spaces. No heaters provided, pre-approved heat sources only.
- I. Noise levels for music need to be kept at a reasonable level. Staff reserve the right to request lower noise levels.

RENTAL CONTRACT

Reservation Process:

This rental contract must be signed, all pages initialed, as well as appropriate deposits submitted in order to confirm DAWT MILL venue. **This contract is void if not returned within 2 weeks of issuance.**

Contact #1		Contact #2	
Name		Name	
Address		Address	
City		City	
State		State	
Zip Code		Zip Code	
Phone#		Phone#	
Email		Email	

Event Information	
Type of Event	Wedding Reception Retreat Other_____
Date of Event	
Group Name	
Total number of people	
Set-up Time	
Event Time	
Food Service Starts	
Bar Service Starts	
Music	Live Music / Band / DJ / Other_____

INITIAL HERE_____

By signing below, renter agrees to pay for any damage to the interior or exterior of the said property or its furnishings resulting from actions taken by renter, their guests or by any person contracted by renter for the event. The renter agrees to hold DAWT MILL and its employees harmless, including court costs and attorney fees, in any legal action which may result from this event.

Renter Name (Printed)

Signature

Date

Dawt Mill Resort (Printed name of representative)

Title

Signature

Date

TO HOLD SITE:

50% Deposit Required

Payment Information	
Card Type	
Name on Card	
Phone# of Cardholder	
Card Number	
Expiration	
Security Code	
Zip Code	
Total Charged	

INITIAL HERE _____

7. AMENDMENTS

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

7A)Event/Contractual Amendments in writing and special instructions/requests

INITIAL HERE_____