RENTAL HANDBOOK

The Anuik Family Interpretive Centre at the Yorkton Brick Mill provides rental space to accommodate meetings, celebrations and community activities.

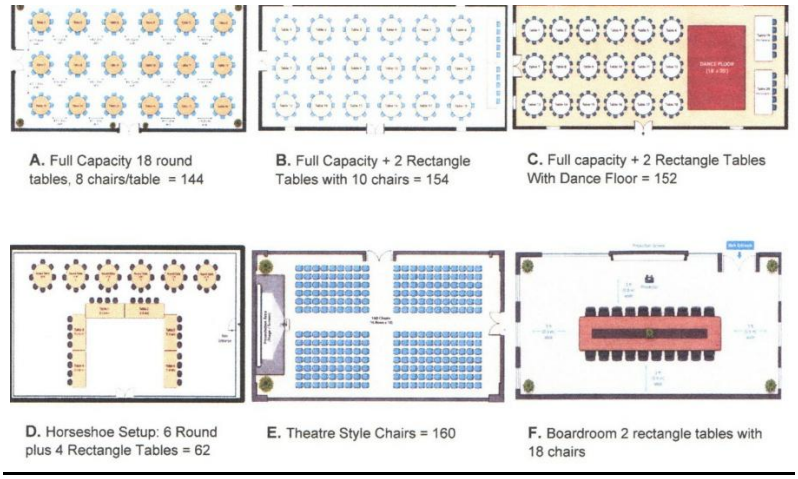
Please **review the contents of this Rental Handbook,** which provides the essential information you require, before inquiring about rental arrangements. Contact information to proceed with bookings and rental arrangements are provided on last page of this Handbook.

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Section 1.

Interpretive Centre Options for Setup



Section 2.

Food Services/ Servery/Catering

- **Serving of food is NOT allowed in the event centre.**
- Food and catering services are limited to access in the Boardroom, servery or atrium spaces**.**
- **S**ervery use must be included in your booking. It is intended for warming, serving and cleanup. Other uses require written approval.
- Caterers must follow rental access times, meet applicable food-handling requirements, and ensure utilized space is cleaned and all food is removed at end of event.

Section 3.

Equipment

- Equipment including Audio Visual/TVs and Sound/Microphones included in rental.
- Confirm entertainment, electrical and audiovisual requirements, including any required operator, before engaging suppliers.
- Renter shall obtain instructions for use of audiovisual equipment from Interpretive Centre Representative.
- Renter shall not alter building controls, wiring or installed equipment without authorization.
- Renter is responsible for entertainment needs and ensuring music licenses and fees.

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Section 4.

Alcohol Services

- Alcohol services require prior approval by the Centre representative.
- Liability Insurance documents must be provided prior to the event as stated in Rental Agreement.
- All required Saskatchewan Liquor and Gaming Authority (SLGA) permits must be posted during the event. A bartender booking with the Centre does not replace the Renter's permit duties. Follow permit conditions for purchase, delivery, storage, service and removal.
- It is recommended that bartenders provided by the Renter have the required training: "Serve It Right Saskatchewan" (SIRS) certification that is regulated by SLGA and mandatory for all people involved in selling or serving alcohol.

Section 5.

Liability Insurance, Damage Deposits, and Cancellation

Liability Insurance:

- Third-party event liability insurance is essential when you rent a facility because it protects you from high out-of-pocket costs if an accident, injury, or property damage occurs during your event. It is the Renters responsibility to obtain this protection.
- If alcohol is present during the rental agreement, the renter is **required** to have a minimum of $2 million event liability coverage and **must** provide liability documents to the Interpretive Centre representative **at minimum 2 weeks prior to rental date(s).**

Damage Deposits:

- Damage deposits apply to rental of Interpretive Centre, boardroom and atrium spaces.
- Damage deposits shall be paid at the same time as the rent payment.
- The renter shall report pre-existing damage and new damage promptly, missing items or incidents immediately, and prevent further damage where reasonable. Beyond normal wear, renters are responsible for reasonable rental-related repair, replacement, or extra cleaning caused by them or their guests and suppliers.
- If no damages are accessed in the final inspection, the Centre shall return damage deposits to the Renter.

Cancellation and Rescheduling:

- Renter shall submit cancellations and rental arrangement changes in writing seven (7) business days prior to the date of event. In the event of late cancellation, less than five (5) business days prior to the event, a rental charge of 50% of the rental cost shall be applied.
- Should unsafe or unlawful activities occur during the rental event, the Centre representative may notify the renters that the event is interrupted and cancellation or rescheduling arrangements must be made.
- In the event of an emergency or facility unavailability, the Centre representative shall promptly notify the renter and a refund or rescheduling terms will apply.

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Section 6. Rental Rates, Payments and Deposits	Rental Space		Full Day Rental	Partial Day Rental 6 hours or less	Partial Day Rental 2 hours or less
	Interpretive Centre	Includes access to Boardroom/ Servery/ Atrium	**$500**	**$300**	**$175**
	Boardroom/Servery/ Atrium	No access to Interpretive Centre area	**$200**	**$100**	**$75**

Special Event Rates	**Rental Rate: $750**	Includes access to Interpretive Centre the evening before event for set-up or event decorating and full rental on day of event. Includes access to boardroom/servery/atrium during the event.

Note: ***Rental Rates in effect from October 1, 2026 to March 30, 2027.***

Rental Rates will be reviewed and subject to change effective April 1, 2027.

Damage Deposits (Damage Deposits apply to full day and partial day rentals.)	**Interpretive Centre: $500**	**Boardroom/Servery/Atrium: $250**

Section 7.

Rental Responsibilities

Approved Use and Access to Rental Space

- Access is limited to rented and approved rooms, furniture and equipment.
- The historic mill, exhibits, offices and storage area are restricted and require approval to access.
- Do not handle artifacts or move exhibits.
- Protect doors, displays, heritage materials, and floors (do not drag furniture).
- Setup, deliveries, decorating, cleanup and removals must occur within access times. Early access or later cleanup requires advance approval and an agreed to charge.

Decorations

- Do not nail, staple, tack, screw or tape decorations to building surfaces or displays. Decorations and special effects require prior approval. Use flameless candles.
- Confetti, glitter, rice, helium balloons, flower petals, and similar loose materials are prohibited.
- Decorations must be removed by the end of the rental period.

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Section 8:

Rental Responsibilities
continued

Safety and Security

- Keep exits, aisles, accessible routes and fire equipment clear.
- No smoking, vaping or cannabis use indoors.
- Report spills, hazards, damage and faults promptly.
- Renters are responsible for guests, caterers, and other suppliers.
- Interpretive Centre Representative attends, unlocks, locks up and provides a contact number.

Emergency Information

- In an emergency, call 911, leave by the nearest exit and gather at the designated assembly point. Notify the Interpretive Centre Representative and do not re-enter until authorized.

Parking and Grounds

- Park and unload only in approved areas; do not block fire routes, accessible entrances or neighbouring property. Vehicles, trailers and outdoor displays or equipment require approval.
- Report grounds damage.

Departure Responsibility

- Complete cleanup and ensure guests and suppliers leave within rental time period.
- Remove decorations, belongings, food and beverages, including items in refrigeration.
- Leave washrooms tidy and report problems or shortages.
- Place garbage, recycling, cardboard, cans and bottles and used towels in the instructed locations.
- Table cloths are gathered and deposited in container provided.
- Report damage, missing items, faults and incidents.
- Clean spills, tidy washrooms and dispose of waste as directed. Remove belongings. Follow equipment shutdown instructions.

Final Inspection

- Extra cleaning, damage, missing items, or overtime may result in charges or deposit deductions under the rental agreement. Confirm the deposit amount and deposit return timing when booking.

Section 8.

Rental Process

- **Should you wish to make further inquiries relating to bookings or rental arrangements, please contact the Centre Representative:** *rental@yorktonflourmill.ca*
- **Arrange a site visit to determine rental arrangements, rental dates and availability, and arrange booking.**
- **Once booking dates are confirmed, a Rental Agreement must be completed and signed. Deposits and rental payments are provided once Rental Agreement is signed.**
- **Rental payments and damage deposits may be paid by cheque or e-transfer. Centre Representative will provide instructions on payments.**
- **Required insurance documents must be provided at minimum 2 weeks prior to rental date(s).**