Yorkton Interpretive Centre at the Flour Mill

RENTAL TERMS AND CONDITIONS | Contract #: _____

Yorkton Brick Mill Heritage Society Inc. | 120 Livingstone Street, Yorkton
admin@yorktonflourmill.ca

These terms and the completed booking schedule form the rental agreement. The renter must be at **least 19** and is responsible for guests and suppliers. Only an authorized Society representative may approve bookings or changes. No transfer or subletting without written approval.

1 Approved use and access

Use only booked rooms, grounds, routes and equipment. The historic mill, offices, exhibits and storage areas require express authorization; **tours are arranged separately**. Setup, deliveries, decorating, cleanup and removal must fit within approved access times. Early access or later cleanup requires advance approval and an agreed charge. Mill committee member attends, unlocks, locks up and provides a contact number.

2 Rental rates and payment

Introductory rates apply October 1, 2026–March 30, 2027; prices change **April 1, 2027.** Record the applicable rate, rooms, equipment and extra services in the booking. Later changes to an existing booking require written agreement.

Full Event Space: $500 full day; $300 morning or afternoon; $175 under two hours.

As of April 1, 2027 (price includes tables, chairs and table cloth)

Full Event Space:	Full Day	4 hours	Under 2 hours	Wedding Rate
0 – 50 people	**$600**	**$350**	**$200**	**$800**
51 – 100 people	**$650**	**$400**	**$250**	**$850**
101 – 150 people	**$700**	**$450**	**$300**	**$900**

Board Room: $125 full day; $75 morning or afternoon; shorter bookings by quotation.

Wedding special: $750 for Friday evening, Saturday and Sunday morning; specify rooms and times.
Bartender service: $150; confirm hours, supplies and duties. Atrium and other services: by quotation.

A booking is confirmed when accepted by the Society and the scheduled payment is received. Complete payment, damage-deposit, cancellation and rescheduling terms before signing. For overdue payment, the Society may issue a written payment deadline; cancellation and retained payments follow the agreed terms. Submit cancellations and material changes in writing. **Damage Deposit required 30 days before the event. Full rental fee due before occupancy.**

3 Damage and deposit

Report pre-existing damage promptly and new damage, missing items or incidents immediately; prevent further damage where reasonable. Beyond normal wear, renters are responsible for reasonable rental-related repair, replacement, extra cleaning, overtime, key and security costs caused by them or their guests and suppliers. The Society will inspect, explain deductions with invoices or estimates where applicable, return the remaining deposit within the agreed period subject to unresolved damage costs, and invoice any balance. Lost rental revenue must be documented and reasonably mitigated. Costs or interest apply only if expressly agreed or legally recoverable.

4 Insurance and responsibility

Provide at least $1 million liability insurance suitable for the approved activities, with additional-insured wording, alcohol coverage and proof deadline recorded in the booking. Supervise guests, children and youth. To the extent permitted by law, the renter indemnifies the Society, directors, employees and volunteers against claims and reasonable costs arising from the renter's negligent or wrongful acts or agreement breaches, including acts of persons for whom the renter is legally responsible. This excludes losses caused by the Society's negligence or wilful misconduct.

5 Care of the facility and servery

Use approved equipment as instructed. Do not handle artifacts, move exhibits or alter controls, wiring or installed equipment without authorization. Decorations, attachment methods, suspended items, bales, staging and special effects require approval; written approval is required where specified. No nails, staples, screws or tape on building or heritage surfaces; no confetti, glitter, rice or similar materials. Use flameless candles unless otherwise approved in writing.

Unless agreed otherwise, renters handle setup, cleanup and takedown, restore furniture, sweep floors, clean spills, tidy washrooms and dispose of waste as directed. Servery access must be booked; use is limited to warming, serving and cleanup unless otherwise

approved in writing. Caterers must follow instructions and applicable food-service requirements. Confirm inventory; wash and store dishes, clean appliances and surfaces, remove food and belongings, and follow equipment shutdown instructions. Secure storage is not provided unless agreed; responsibility for property loss follows the agreement and applicable law.

6 Alcohol and event safety

Alcohol requires prior written Society approval, any required SLGA permit and suitable insurance documents before service. A bartender booking does not replace the host's permit duties. Record the permit holder, service area and hours, personnel and required training. Do not serve minors. Follow permit conditions for purchase, delivery, storage, service and removal; remove remaining alcohol unless a lawful written arrangement allows otherwise.

Follow posted capacities and the approved layout. Keep exits, aisles, stairs, accessible routes and fire equipment clear. No smoking, vaping or cannabis use indoors. 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. In an emergency, call 911, evacuate as needed, notify the Society and gather at the designated assembly point. Re-enter only when authorized.

Arrange entertainment, sound, staging, lighting and electrical needs in advance. Record responsibility for music licences and fees; no licence coverage is represented by these terms.

7 Interrupted events and written changes

The Society may stop unsafe or unlawful activities, serious permit violations or material breaches, explaining concerns and allowing correction where reasonable. It will promptly notify renters of emergency cancellation or facility unavailability; agreed refund or rescheduling terms apply. Non-excludable legal responsibilities remain. Identify all incorporated schedules by title and version. Both parties must accept changes in writing and resolve document conflicts before signing.

Booking schedule and acceptance

Complete all fields before signing. Attach the approved layout, equipment list and special conditions.

Contract #: _____ Event date(s): _____

Renter/organization: _____

Authorized contact: _____ Phone/email: _____

Event/purpose: _____

Rooms/approved attendance: _____

Access/setup: _____ Event start/finish: _____

Cleanup/departure deadline: _____

Furniture/equipment/servery: _____

Rental fee: $_____ Extra services/charges: _____

Booking deposit: $_____ or _____% Due: _____ Balance due: _____

Payment method: _____

Refundable damage deposit: $_____ Due: _____ Return: _____ business days

Cancellation deadline and charges by notice period: _____

_____

Rescheduling terms: _____

Society cancellation refund/rescheduling terms: _____

Insurance wording/coverage/proof due: _____

Permit holder/documents/service area/hours/personnel/training: _____

_____

Music licences/fees responsibility: _____

Included schedules/titles/versions: _____

Special conditions: _____

_____

The renter and Society representative accept this completed agreement and its attached schedules.

Renter name: _____ Signature: _____ Date: _____

Society representative: _____ Signature: _____ Date: _____

Society approval status: _____

For Society review: Complete policy fields and confirm consistency with the approved rental agreement before use. Confirm pricing for March 31, 2027.