Interpretive Centre at the Yorkton Mill

RENTAL HANDBOOK | 120 Livingstone Street, Yorkton

Yorkton Brick Mill Heritage Society Inc.
Bookings and inquiries: admin@yorktonflourmill.ca
Event-day contact: Provided with your booking | Emergencies: Call 911

Welcome to our gathering place celebrating the agricultural heritage of Yorkton and rural Saskatchewan. Read this handbook with your signed rental agreement and booking instructions, and share the relevant requirements with your suppliers.

Rooms and amenities

The Event Space, Board Room and Atrium accommodate meetings, celebrations and community activities. Confirm the rooms, layout, approved occupancy, equipment and servery access included in your rental. Follow posted occupancy limits. The Centre has barrier-free entrances and accessible washrooms; discuss other access needs in advance. Mill tours and lift access require separate arrangements.

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.

Before your rental

Arrange a walkthrough and confirm rooms, attendance, layout, access and departure times, payment, deposit, equipment, parking, loading and waste arrangements. Obtain key or access-code instructions, the event-day contact, emergency assembly point and first-aid locations. Early setup requires written approval and may involve a charge.

All renters must provide $1 million in liability insurance; confirm required additional-insured wording. Alcohol service requires prior written Society approval and any required permits and documentation. Confirm bartender responsibilities. Submit changes or cancellations in writing; your agreement's deadlines and charges apply.

During your rental

Use only approved rooms, furniture and equipment. Supervise children and youth. The historic mill, exhibits, offices and storage areas are not available for unrestricted access. Protect floors, doors, displays and heritage materials; do not drag furniture.

Keep exits, aisles, accessible routes and fire equipment clear. Do not nail, staple, screw or tape decorations to building surfaces or displays. Decorations and special effects require approval. Confetti, glitter, rice and similar loose materials are prohibited. No smoking, vaping or cannabis use indoors.

Obtain instructions for lighting, permitted temperature adjustments and audiovisual equipment. Arrange a sound check when needed. Do not alter building controls, wiring or installed equipment without authorization. Report spills, hazards, damage and faults promptly.

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

Servery and equipment

Use the servery only if included in your booking. It is intended for warming, serving and cleanup; other uses require written approval. Confirm permitted food preparation, appliances, inventory and quantities before planning your menu. Caterers must follow the same rules and access times.

Confirm refrigeration, warming equipment, dishes, coffee supplies, cleaning supplies and dishwasher availability. Do not use stored supplies without permission. Check inventory before and after use and report missing or broken items.

Obtain instructions for the installed dishwasher and coffee equipment before use. Scrape dishes, load as demonstrated and use only approved detergent. Follow the machine-specific cycle, cleaning and shutdown instructions; stop and report faults. Keep hot liquids and cords away from traffic and edges. Never immerse electrical equipment in water.

Departure checklist

Finish cleanup and ensure guests and suppliers leave within the rental period.

Remove decorations, belongings, food and beverages, including items in refrigeration.

Clean tables and chairs; return furniture and equipment to designated locations.

Clean servery counters, sinks and appliances; complete equipment shutdown instructions.

Clean spills using approved supplies. Leave washrooms tidy and report problems or shortages.

Place garbage, recycling, cardboard, cans, bottles and used towels in the instructed locations (Janiter's room). Table cloths are gather in linen bag or tub provided.

Turn off appliances and lights, restore controls as instructed, close taps and secure windows and doors. Make sure coffee machines are washed and unplugged.

Report damage, missing items, faults and incidents. Return the key and follow alarm and locking instructions.

Responsibility and final inspection

Renters are responsible for guests, caterers and other suppliers. Confirm entertainment, electrical and audiovisual requirements, including any required operator, before engaging suppliers. The Society will inspect the rented areas. Extra cleaning, damage, missing items, overtime or lost keys may result in charges or deposit deductions under the rental agreement. Confirm the deposit amount and return timing when booking.

Questions or feedback: admin@yorktonflourmill.ca. Thank you for supporting our agricultural heritage.

Society review before distribution: Confirm pricing gaps and overlaps, room limits, emergency and site instructions, equipment inventory and operating instructions, deposits, bartender inclusions and additional charges. Ensure consistency with the rental agreement.

Acknowledgement

The Yorkton Brick Mill Heritage Society Inc. gratefully acknowledges the Claresholm Community Centre for the sample rental handbook used as a reference in preparing this handbook. The material has been adapted for the Interpretive Centre at the Yorkton Mill.