



Sewell Mill Rental Guidelines

All parties requesting permission to use Sewell Mill must complete the Rental Agreement. Policy governing the use of Sewell Mill is determined by the Sewell Mill Board of Directors.

1. All dates are tentative until the agreement has been signed and approved by the event coordinator. The facility cannot be subleased by, or to, a third party.
2. This is a smoke free building. A separate smoking area may be provided.
3. Food service is not provided. Outside caterers are welcome.
4. Children under 12 must be supervised at all times.
5. All meetings, gatherings or events at Sewell Mill to which the public is invited or solicited must be on a non-discriminatory basis. All facilities must be available to all persons without regard to race, color, national origin, gender, age, or handicap status.
6. **A \$100 deposit is required at the time of reservation of the facility and will be applied to the total bill.**
7. The balance of the rental is due 72 hours prior to the event. Payments may be made in person or mailed to 126 Hamilton Avenue, Bremen, GA 30110. Checks should be made **payable to Sewell Mill**. Cancellation must be given a minimum of 72 hours in advance to receive a full refund. If cancellation is given less than 72 hours of your event, the deposit will not be refunded. **A \$100 additional security fee is required when the key is picked up.** It will be returned to the renter when the key is returned if the facility is left exactly as found. **The renter agrees to pay for all damage or loss.**
8. Use of alcohol is only permitted for private parties, and only served to persons 21 years of age or older. If a cash bar is to be utilized, the responsible party renting must obtain Special Event Insurance including alcohol and naming Sewell Mill and Bremen Preservation as additional insured. Responsible party renting is responsible for obeying all ordinances concerning alcohol. You may contact Bremen City Hall at 770-537-2331 for more information.
9. Doors are to remain locked at all times unless building is occupied.
10. No "live" candles are to be used in this venue.
11. Notice to customers paying by check. A fee of \$50, plus any additional bank fees, will be charged for any returned checks.
12. It is the responsibility of the renter to clean the facility. Renter is responsible for providing their own cleaning supplies (sweep, mop, trash, etc.). _____(initials)

Facilities Cleaning Guidelines:

1. Spills on floors or tables are cleaned.
2. Floors are swept and trash placed in dumpster.
3. Tables and chairs are returned to storage (unless otherwise noted).
4. Kitchen: counters are cleaned and sanitized, dishes and serving items are cleaned and put away, stove/oven/cooking equipment are wiped clean, coolers are wiped clean/inside and out, trash is removed and placed in receptacle outside of gate. Please note, cleaning supplies are provided by renter.
5. HVAC is adjusted as advised by events coordinator: 80 degrees in summer, 60 degrees in winter.
6. All lights are turned off when leaving.
7. Alarm is set: _____



Sewell Mill Rental Agreement

It is our pleasure to welcome you to Sewell Mill. Policy governing the rental of Sewell Mill is determined by the Sewell Mill Board of Directors.

Business Name: _____

Contact Name: _____

Address _____

Phone: _____ Email: _____

Date of Event: _____ Time of Rental: am/pm _____

Type of Event: _____ # attending _____

Venue: Cherry Blossom Artisan Crossroads Full House Guaranteed Prep Day Total Cost _____

of Tables reserved (specify rounds or rectangles): _____ # of Chairs reserved: _____

Special instructions:

Will alcohol be served? Y N Are you using a catering service? Y N Name of Service: _____

Will you have a DJ or Band? Y N Name of Service: _____

The renting party/organization hereby releases, relinquishes and discharges and agrees to indemnify, protect and save harmless, Sewell Mill and any other agencies of and from any all claims, demands, or liabilities for an injury to, including the death of persons, (whether they be third persons or employees of either of the parties thereto), any loss or damage of property caused by or growing out of or in any way happening in connection with its exercise of the privileges herein granted. The organization agrees to the terms outlined in the Rental Agreement and Facilities Guidelines. A copy has been provided to renter. _____ (initial)

Signature of **Renter**: _____ Date: _____

Event Coordinator: _____ Date: _____

Rental Amount Total:	_____
Down payment (minimum of \$100):	_____
Balance Remaining:	_____
Other payments:	
Security Deposit: \$100 check or cash due at key pickup.	
<i>This deposit will be returned to you after your event if no further cleaning or facility care is needed</i>	
Security Deposit Received by:	_____
Security Deposit Returned by:	_____



126 Hamilton Avenue
Bremen GA 30110
www.theseowellmill.org

Basic Rental Options:

Cherry Blossom Ballroom (seats 250 people) Full Day (8 hours) **\$500** Half Day (4 hours) **\$250**

Artisans Crossroads Ballroom (seats 100 people) Full Day (8 hours) **\$300** Half Day (4 hours) **\$150**

Full House Venue Full Day (8 hours) **\$800**

**Please note, if you do not reserve Full House, other events may be booked in the other room(s) before, during or after your event. Check calendar carefully and plan your event as needed.*

Rental includes use of tables and chairs, availability of kitchen for caterer, and use of facility on the day of event. Client is responsible for setup of tables/chairs, returning them to storage, and clean-up of facility.

Tables available: 10 rectangular (6 ft. 90x132) 25 round (sits 8 120 in.) Chairs available: 250

Boardroom Rental by the hour \$25

Museum Rental Half Day (\$75)

Guaranteed Decorating/Prep Day/Rehearsal (evening previous to event if available) **\$100**

All vendors are welcome. Preferred Vendor:

Plan-It Hannah
678-492-4336
www.plan-ithannah.com
plan_ithannah@yahoo.com

Linens and additional tables/chairs

Unlimited Party Rental
966 Rosedale Dr.
Hiram, GA 30141
678-567-1543