219 Cheyney Road | Glen Mills, PA 19342
Phone: 610-459-2359 | Fax: 610-459-8709
www.newlingristmill.org

Newlin Grist Mill
Facilities Rental Agreement

Requested Date(s) of Rental:* # of People:

Time of Arrival: 9:00 AM Time of Departure: 12:00 PM

Reason for Rental:
(Picnics, Family Reunion, Birthday Party, etc.)

Contact Name: Address:

City/State/Zip Code:

Daytime Phone #: Cell Phone #: Email:

**Requested rentals are not guaranteed until payment is received and date is confirmed by a Newlin Grist Mill staff member.*

Cabin Rental Options (capacity 50 people)**:** This area includes use of the cabin, the cabin kitchen, 5 folding tables and 50 folding chairs, the adjacent picnic area, and the cabin bathroom facilities for an 8-hour block of time (seasonally available from April-October). Rental times include set up for and clean up after the event. A grounds use fee will be charged for use of other areas of the park (tenting, picnic areas not adjacent to the cabin, photos at the Mill Dam, for example).

South Picnic Area and Ball Field Options (capacity 100 people)**:** South Picnic Area rentals include picnic tables and use of the ball field for an 8-hour block of time. It is recommended that Applicants rent port-o-potties for event; however, bathrooms will be available for use at the Visitor Center between 9 am and 4 pm.

Grounds Use Fee: reservation of an outdoor area of the park for small ceremonies or parties, bathroom facilities available at the Visitor Center between 9 am and 4pm.

A $100.00 security deposit is required for ALL rentals.

Cabin Rental:

- ☐ **$300.00** 1 Day 8hr time block within 9am-Midnight
- ☐ **$450.00** 2 Day 8hr time block within 9am-Midnight
- ☐ **$50.00** additional Grounds Use Fee
- ☐ **$20.00** Fire Wood (required for cabin fireplace)

South Picnic Area and Ball Field:

- ☐ **$100.00** 1 Day 9am-8pm or dusk

Grounds Fee:

- ☐ **$75** under 20 people
- ☐ **$100** over 20 people

Security Deposit:

- ☒ **$100.00 for ALL rentals**

Add On Options:

- ☐ **$25.00** Additional Hours (per hour)
- ☐ $____ Newlin Grist Mill Programming
  (Cost variable by program, please contact us for more information)

FOR OFFICE USE ONLY:

Reservation Fee Received: _____
Method of Payment: _____
□ Check (Check #: _____)
□ Cash
□ Credit Card
Final Payment Received: _____
Method of Payment: _____
□ Check (Check #: _____)
□ Cash
□ Credit Card
Security Deposit Returned: _____

Total Cost: $ Minimum to Reserve: $

Date Received:_____ **Accepted By:**_____
Date Approved: _____ **Approved By:**_____

Payment and Cancellation:

Cabin Rentals:

- A $100.00 security deposit, plus half the facility rental fee is required to reserve a date for a cabin rental.
- The remainder $300.00 rental fee **must be received two weeks before the date of rental**.
- The security deposit is refundable provided that all of the rules and regulations where followed during the event and the Cabin is cleaned following the event. The security deposit will be returned to the Applicant in the form of a check and will be mailed to the Applicant within two weeks after the event.
- A $50.00 cancellation fee will be deducted from the security deposit for all cancellations prior to two weeks before the event. If canceled within two weeks of the event date no refunds of the security deposit or rental fee will be issued.
- In case of cancellation by Newlin Grist Mill a full refund with deposit will be issued via check.
- Returned checks are subject to a $25.00 fee.

Picnic and Ball Field Rentals:

- A $100.00 security deposit, plus the FULL facility rental fee is required to reserve picnic and ball field rentals.
- A $20.00 cancellation fee will be deducted for all cancellations prior to two weeks before the event. If canceled within two weeks of the event date no refunds of the rental fee will be issued.
- Rain dates are not guaranteed. If an event is cancelled due to weather Newlin Grist Mill will attempt to schedule another date. A cancellation fee will not be charged. If a satisfactory rain date is not available a full refund will be issued.
- In case of cancellation by Newlin Grist Mill a full refund will be issued via check.
- Returned checks are subject to a $25.00 fee.

Rules and Regulations:

A. Applicant is responsible for any setup, all cleanup immediately following use, and for any damage whatsoever to the Newlin Grist Mill (hereafter "NGM") property, or any loss or liability of Applicant, NGM or others, arising out of or in connection with Applicant's use (including without limitation use by Applicant's guests, agents, contractors or employees) regardless of cause. NGM is not responsible for any personal items lost, damaged, or left in the rental areas.

B. Applicants hereby hold NGM harmless and hereby indemnify NGM for any such damage, loss or liability. If any provision of this rental agreement is invalid or unenforceable, the remainder of the rental agreement shall be valid and enforceable.

C. **Alcoholic beverages are not permitted anywhere on NGM property**.

D. **Applicant is responsible for meeting outside vendors (e.g. portable bathroom rentals, chair rentals, etc.) to direct placement on the property. NGM staff will facilitate access to rental areas for drop off, but are not responsible for placement.**

E. All items brought in by the Applicant must be removed at end of the rental period. Removal of rental tents and chairs must be coordinated with the Newlin Grist Mill and are subject to a fee since they remain onsite before and after the rental period.

F. Exceeding the hours in contract will result in Applicant's forfeiture of refundable security deposit.

G. Fires are allowed in the cabin fireplace **only**. Groups **must** use the wood provided by NGM for an additional $20 fee. This fee includes 40 pieces of firewood and kindling. All firewood must be purchased in advance. **Fires are not permitted in the picnic or baseball field areas**.

H. If a barbecue is planned, the Applicant must supply grills.

I. All areas must be restored to the condition in which they were found (trash picked up and **removed**, appliances emptied, picnic tables put back in place.) Dumpsters are located in the parking lots and Visitor Center for trash. Applicant must supply trash bags. Failure to properly clean a rented area will result in Applicant's forfeiture of security deposit.

J. Water related activities (stream studies, wading, frog pond, fishing, etc.) are not permitted without prior approval.

K. Please keep all noise levels to a minimum. **Bands, DJs, and amplified music are not permitted.**

L. Plants and animals in the park are not to be disturbed and **all pets must remain on a leash during their visit**.

M. Parking is available at each of the rental locations. Cars are not permitted in the picnic areas or on the ball field.

Rental Regulations

I agree to abide by the above rules and regulations during the scheduled rental at Newlin Grist Mill:

Signature: **Date:**

(Draft Copy: June 3, 2023 Approved: June 5, 2023)