



## St. Andrew's "The Mill" Rental Policies Agreement

*Our objective when renting The Mill to the public for events is to provide the public a facility that is useful and attractive for all types of functions and events. To accomplish this objective, The Mill's staff has set policies for rentals that will ensure the integrity of the building's appearance for all to enjoy. The following are policies set in place for all functions.*

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**NO FIREARMS OR WEAPONS OF ANY KIND ARE ALLOWED ON THE PREMISES, WHETHER WITH A PERMIT OR NOT (Only exception is on-duty uniformed police officers).**

**THERE IS ABSOLUTELY NO DRUG USE OR SMOKING, INCLUDING VAPING, OF ANY KIND TOLERATED IN THE BUILDING. NO LOITERING OR LARGE CONGREGATION OUTSIDE ON THE SIDEWALK OR IN THE PARKING LOT AT ANY TIME DURING THE EVENT. DISPARAGING REMARKS OR ANY TYPE OF PHYSICAL VIOLENCE WILL NOT BE TOLERATED AND WILL BE CAUSE FOR IMMEDIATE EXPULSION. RENTER AND GUESTS SHALL USE THE PREMISES IN A CONSIDERATE MANNER AT ALL TIMES. NO GUEST IS ALLOWED INTO ANY OTHER PART OF THE MILL. RENTERS ARE RESPONSIBLE FOR THE BEHAVIOR OF AND /OR ANY DAMAGES CAUSED BY THEIR GUESTS AND / OR RENTED SERVICE PERSONNEL.**

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All events for young adults (under the age of 21) must be chaperoned/ supervised by an appropriate number of adults. The renter is responsible for all guests and assumes all liability for the same.

St. Andrew's does not provide security officers. You are responsible for providing proper security for your event.

Alcoholic beverages are allowed BUT keep in mind that beverages cannot leave the building and can not be sold without proper resale permits and licensure.

The event must end by 12:00 a.m. midnight. This will give the renter one hour to clear the food and dispose of the trash. The renter must vacate the building by 1:00 a.m. All other decorations and clean up are to be completed by noon the following day.

Renter agrees to comply with all applicable City and County ordinances and State and Federal laws and shall conduct no illegal act on the premises.

The renter agrees to indemnify and hold harmless St. Andrews Mission, The Mill Event Venue, its officers, staff, and agents working on behalf, from any and all claims, actions, suits, cost, damages, and liabilities resulting from any breach of this agreement, negligent actions, willful misconduct or omissions of the Renter or the renter's guest, invitees, agents and subcontractors.

The Mill offers a prep kitchen / area as an amenity. This is a production space and should be used for final food presentation, plating, and bussing only. Please note that The Mill does not provide dishes, glassware, pots, pans, knives, or utensils. The kitchen production space will be provided in a clean condition and the space should be returned to a clean condition following your event. Caterers / renters are responsible for removing all trash, composting, and recyclables from the event venue. The Mill has dumpsters conveniently located just outside the event space.

The Mill takes no responsibility for personal effects and possessions left on the premises during or after any event . We do, however, maintain a lost and found and will hold recovered items up to 15 days. Every attempt will be made to return any recovered item to its rightful owner.

The Mill wants to make any event special and a welcomed experience. Therefore every effort will be made to allow the renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. No tape is allowed on our floors and walls. Any damage will be charged to your event.

The maximum capacity at The Mill for your guests and crew is 900 people.

The Mill also allows you the usage of our tables and chairs. There are 16 - 72 inch round resin tables, 22 - 6 ft resin rectangular tables, 15 - 8 ft resin rectangular tables, 2 - 8 ft wooden rectangular tables, 5 medium black bar top tables, 8 large bar top tables, 253 chairs and 4 portable drink coolers. These items are for your convenience and they are included in the pricing of the event space. If you should require more than this you will have to supply them.

There is also additional parking behind the Gillis Building. The parking area gate can be opened for extra parking during the event. Security for this area is the renter's responsibility.

A signed contract and date-hold of \$250.00 deposit for the event space rental must be received to reserve your dates and times. The balance of your space rental fee is due thirty (30) days prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

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PRINTED NAME

DATE

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SIGNED NAME

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EMPLOYEE

DATE



Date of event:

Type of event:

# *The Mill*

A Historic Event Venue

Weddings, Parties, Birthday, Retirement (closed to the public)	
Local Community Events (Non-ticketed)	\$2000.00 donation
Concerts, Coin/Gun shows, other ticketed &/or non specified events	\$3000.00 donation
Additional Fee for Set Up Days (per day)	\$ 300.00 donation

Available Tables and Chairs included in rental.

**To Reserve: \$250.00 Non - Refundable Deposit**  
**\$500.00 Security / Damage Cash Deposit**

**Full Payment Due 30 Days Prior to Event**

Contact Person:

\_\_\_\_\_  
Address

Two Contact Numbers  
Name and Number:

\_\_\_\_\_  
Name and Number:

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E-Mail Address:

The Mill event space is located at 520 S. Railroad Blvd., McComb, MS. Contact number for rental is (601) 684-4678.  
Mailing address is P.O.Box 1407, McComb, MS 39649

**Effective March 13, 2024**