



Arts Mill Rental Rates

Rental Charges

Daytime (9am-4pm) \$50 an hour

Evening (5pm - 12am) \$100 an hour

Security Deposit

(Refundable within 7 working days if no damage)

½ of total rental fee

\$50 maintenance fee will be applied if the space is left in a condition other than what was agreed upon.

- Reservations Fee, Security Deposit and Signed Contract
 - Required to Reserve a Date.
- Balance of Rental Charge Due 60 days prior to Event Date
 - Please make check payable to NSAA

Mail Deposit to:
NSAA
Attn: Accounts Receivable
1111 Broad Street
Grafton, WI 53024



Arts Mill Room Rental Application

Today's Date: _____ Room Rental Date: _____ Room Rental Time: _____

Name of Group: _____

Primary Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Approximate # of people expected: _____ Occasion: _____

- Security Deposit and Signed Contract Required to Reserve a Date.
 - Balance of Rental Charge Due 60 days prior to Event Date
 - Please make check payable c/o NSAA
- Mail Deposit to: NSAA, Attn: Accounts Receivable -1111 Broad Street, Grafton, WI 53024

Facility Use Rules & Regulations

All contracts are subject to the following rules and regulations

1. This contract entitles the Renter to exclusive use of the party room(s) reserved for the dates and times indicated on the contract.
2. Rental agreements will be issued to adults 18 and older only who agree to accept responsibility for the supervision of guests in the party room(s) throughout the rental period. The Renter is responsible for maintaining orderly conduct among all participants at their event or function during the rental period,
3. Renter is responsible for removing all signs, decorations and trash, and sweeping floors after the Rental Period. If party room is left in unacceptable condition, a \$50.00 cleanup fee will be added to the total charge. The Renter assumes personal liability for the cost of excessive cleanup, loss, breakage, and vandalism of property.
4. Cancellation policy: If a cancellation is made with at least two weeks prior notice, 100% of the rental fee will be credited to you. If payment was made by check, please allow 10 days for check to clear before refund is issued. If cancellation notice is received less than two weeks prior to the Rental Date, no refund will be issued.
5. There is no early set up allowed unless time is paid for by renter. In addition, all items brought into the rental space must be taken out when rental time concludes.
6. The Glass Palette is the contracted alcohol provider for the Arts Mill.
7. The space is available for rent. Any additional tables, chairs or other equipment can be rented. Set up fee will be incurred if renter requires specific tables or chairs to be set up/taken down.

All liquor service or sales need to be coordinated with The Glass Palette through either a signed service agreement or liability waiver. The Glass Palette contact information: theglasspalettegrafton@gmail.com or 262-720-4650

I have read the above conditions governing the use of rental facilities, and agree to abide by them or risk the loss of a rental fee and/or any other payment rendered.

Renter's Signature: _____ Date: _____

Arts Mill Representative: _____ Date: _____