

Spencerville Mill & Museum

Venue Rental Policies

About the Mill

The Spencerville Mill & Museum (SMM), owned and operated by the not-for-profit Spencerville Mill Foundation (SMF), is a beautifully preserved 1860s three-storey gristmill located on the South Nation River.

When you rent the Mill, you can enjoy two levels indoors as well as the riverside Mill Park.

- Indoor capacity: 135 guests maximum
- Sit-down receptions: approximately 75 on the main level or 100 on the upper level
- With a dance floor upstairs: about 80 guests is most comfortable

The Mill is a DIY venue, which means you can bring your own personal touches. We provide tables and chairs, while you take care of set-up, decorating, and clean-up. We ask that you return everything to its original spot at the end of your event.

For everyone's safety, artifacts, exhibits, and machinery are part of the museum and cannot be moved or altered without permission.

Rental Fees and Bookings

Our rental fees are based on the total time the space is used, including setup, the event itself, and cleanup.

- Venue rental: \$200 per hour (3-hour minimum, includes Mill Park)
- Set-up or clean-up (day before or after): \$75 per hour
- Mill Park only: \$500 flat rate, up to 6 hours
- Photography sessions: \$100 per hour, must be booked in advance and paid in full at the time of booking, non-refundable
- Refundable security deposit: \$500 for indoor rentals, \$250 for park-only rentals

Bookings confirmed and deposit paid on or before December 31, 2025, will retain current 2025 pricing for events taking place in 2026 and 2027.

How bookings work

- Rentals are first-come, first-served
- A date can be held for 48 hours without a signed contract and deposit

- After 48 hours, the hold expires unless other arrangements are made
- All rental fees are due 90 days before your event

For reservations for four hours or less, please be aware that other events may be scheduled at the site on the same day.

SMF may offer reduced fees for community groups, educational programs, or small gatherings.

Closing and clean-up

Out of respect for our volunteers and staff, all events must conclude by midnight. The on-site coordinator will provide 90-minute and 30-minute reminders to the lessee or their designate. Guests must vacate the building by 12:15 a.m., at which time the doors will be locked. If you wish to celebrate longer, we encourage you to begin your event earlier in the da

Clean-up must be finished by 10 a.m. the following day.

Availability

- Rentals run from May through October
- The Mill is closed and winterized from November to April
- In July and August, the museum is open to the public daily from 10 a.m. to 4 p.m.
 - Private events may begin after 4 p.m.
- Indoor rentals pause from July to mid-August for special exhibits (the park remains available)

What's Included

When you rent the Mill, you'll have use of:

- The main and upper levels of the Mill
- Mill Park and accessible washrooms
- Kitchenette/servery with residential appliances for holding and serving food
- Accessibility ramp to the main level (stairs to the upper level)
- Tables and chairs:
 - Indoor: 12 rectangular 8 ft., 2 rectangular 4 ft., 130 black upholstered chairs
 - Outdoor: 100 green plastic chairs, 35 round tables (about 3.5 ft.)
- Equipment: flat-screen TV, DVD player, Wi-Fi, older PA system, stone wall accent lighting, power to the gazebo

- Limited parking on site
 - An on-site venue coordinator to support your event
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Decorating

We welcome your creativity in making the space your own. To help preserve the building, we ask that:

- No nails, staples, tape, or tacks be used
- Lights may be hung from existing hooks
- Only biodegradable items be tossed outside
- Confetti, fireworks, and artificial petals not be used

Deliveries and pick-ups should be arranged ahead of time. Additional fees may apply.

Take Down and Clean-Up

At the end of your event, please return the Mill to its original condition. This includes:

- Return furniture to its original location, neatly stacked
 - Remove all personal items, décor, and equipment
 - Complete clean-up by 10 a.m. the following day
 - Follow garbage and recycling guidelines below
 - Ensure all cigarette butts are picked up from sidewalks and near entrances
 - Items left behind may result in additional fees
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Garbage and Recycling

We do our best to keep the Mill and park tidy. Each rental includes four Township garbage bags.

- Recycling must be sorted according to Township directions:
<https://www.twpec.ca/living-here/garbage-and-recycling/>
- Garbage and recycling should be placed in the covered containers at the lower-level double doors
- All other refuse must be taken with you

Leaving items behind may result in additional fees.

Serving Alcohol

If you plan to serve alcohol, the following applies:

- An AGCO Special Occasion Permit (SOP) is required
 - A list of bartenders and Smart Serve certification numbers must be provided
 - If a caterer with an AGCO endorsement serves alcohol, an SOP is not required
 - All documents must be submitted at least 10 days before your event
 - SMF assumes no responsibility for meeting legal requirements related to the serving of alcohol. It is the lessee's responsibility to ensure compliance with all applicable laws and regulations. Should a liquor inspector attend your event, the lessee will be required to address their inquiries directly.
 - If any unlawful or unsafe behaviour occurs during your event, including incidents related to alcohol consumption, violence, or physical or verbal aggression, the on-site coordinator reserves the right to contact the police.
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Insurance

Event liability insurance (Bodily Injury and Property Damage) in the amount of \$5,000,000 is required, with the Spencerville Mill Foundation listed as an additional insured.

Proof of insurance must be submitted 10 days before the event.

General Information

- The Mill is not temperature controlled (no air conditioning and limited heat)
- Tap water is not suitable for drinking, so please bring bottled water
- No smoking, vaping, or open flames inside or on decks
 - Battery-operated candles are welcome
 - Gel fuel (Sterno) may be used for catering
- Children must be supervised at all times. Running, climbing, or other boisterous activity is not permitted inside the Mill.
- Parking is limited on Water Street—please keep the fire lane open for emergency access
- Overflow parking is available on the village streets
- Pets may attend with permission; service animals are always welcome

An on-site coordinator will be present to support your event and make sure policies are followed. They are not responsible for enforcing laws or permits—that remains with the lessee. The coordinator will contact the appropriate authorities, including the police if necessary.

Cancellations

- Cancellations made more than 90 days in advance are refunded, less a \$250 administration fee
 - Park-only cancellations made more than 90 days in advance are refunded, less a \$100 fee
 - Security deposits may be kept in cases of late cancellation, damage, or non-compliance
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Other services

Chair Covers

- White satin-look chair covers: 100 available
- White spandex chair covers: **Quantity to be confirmed**

Available to rent for \$2 each.

All chair covers must be washed, folded, and returned within 48 hours after the event.

Care instructions:

Wash in warm or cold water, hang to dry, and fluff in a warm (not hot) dryer before returning.

Heat

A surcharge of \$50 per hour applies if heat is required during spring or fall events. No other heat sources are permitted.

To be effective, the heaters should be positioned and turned on a minimum of two hours before the event begins. SMF provides 4 to 6 portable ceramic heaters equipped with grounded three-prong plugs (similar to a standard household appliance connection) to ensure safe and efficient operation. No other heat sources are permitted.