

COLDWATER MILL HERITAGE FOUNDATION
1 MILL STREET, P.O. BOX 747
COLDWATER, ONTARIO
L0K 1E0

BOOKING APPLICATION FORM Year: 202____

Name: _____

Address: _____

Email: _____

Telephone Numbers: Home _____

Business _____ Cell _____

Proposed Event:

Requested Dates:

****The Mill is available and open from May until October.**

To book your event, please:

1. Complete the attached **application form** to ensure that we have all your contact information and send it to eventbookings@coldwatermill.com or via mail.
2. Email us with "**Event Name**" – **Your Name** in the subject line.
3. Suggested donation will depend on the length of time and equipment required.

Thank you for your interest. You will be notified by Kathleen Rodgers or Christine Nichols, on the Board of Directors for the next steps.

The Coldwater Mill is a registered not for profit organization and multi-purpose museum and cultural centre with gallery space that welcomes applications from community groups and the public. The term "community" refers to our local community of Coldwater, regional community of Simcoe, Ontario and beyond. Please note that every consideration will be given to your application, based on availability.

Conditions

- 1) The donation made to the Mill for the use of the property includes the use of the chairs in the outside shed. The shed and washrooms will be unlocked by a Mill Director/Employee one hour prior to the start of the event unless otherwise specified.
- 2) Garbage containers are supplied however the garbage bags are not and the organizer is responsible for removing all garbage from the site immediately following the event.
- 3) Unloading, loading and drop off of visitors are allowed in the parking lot, however, vehicle parking is reserved for the restaurant patrons. There is parking on the side streets (Eplett and Mill) and at the Community Centre (behind the library).
- 4) Alcohol is allowed on site with a Liquor Permit (\$50) and proof of insurance specific to the event.
- 5) A CRA Tax Receipt will be issued for the donation.

Release of Liability

This agreement releases the Coldwater Mill Heritage Foundation (CMHF) and its Directors from all liability relating to injuries, illness or for any other reason while holding a private event or being involved in any Coldwater Mill activities or events.

By signing this agreement, I agree to hold the CMHF entirely free from any liability, including financial responsibility for any reason even if caused by negligence.

I will be responsible for carrying out all the Health and Safety requirements as outlined by the Ontario Government.

I fully understand and agree to the above terms.

Activity (Vendor, Private Event etc.): _____

Date and Timeframe: _____

Name (Print): _____

Address: _____

Email: _____

Telephone: _____

Signature: _____ Date: _____