



GREENBANK MILLS AND PHILIP'S FARM

RENTAL AGREEMENT

EVENT INFORMATION

CONTRACT #: \_\_\_\_\_

- **Date:** \_\_\_\_\_  
DAY OF THE WEEK      MONTH      DAY      YEAR
- **Type/Purpose:** \_\_\_\_\_

- **Start/End Time:** \_\_\_\_\_  
(SUN - THUR UNTIL 11PM; FRI - SAT UNTIL 12AM)
- **Anticipated Number of Guests:** \_\_\_\_\_

USE AGREEMENT

The owner (Greenbank Mill Associates) and the Applicant both agree to abide by the Rental Agreement and the attached Mill Rental Policy.  
**Addendum Items:**

Applicant Initials: \_\_\_\_\_  
 Owner Rep Initials: \_\_\_\_\_

COST AND DEPOSITS

- **Refundable Deposit:** The Applicant shall pay a refundable \$250.00 deposit to ensure proper use and clean-up of premises as described in the attached Mill Rental Policy.
- **Cancellation:** Permitted under the terms outlined in Item E of the Mill Rental Policy.

Rental Costs:	Totals for Event
○ Meeting Hall - 8 hour minimum ( <i>Monday - Thursday</i> ) .....	\$400.00 _____
○ Meeting Hall - 8 hour minimum ( <i>Friday - Sunday</i> ) .....	\$500.00 _____
○ Meeting Hall – Each additional hour .....	\$75.00 _____
○ Surrounding Pavement/Grass and Grove ( <i>as event space</i> ) ....	\$125.00 _____
○ Refundable Deposit .....	\$250.00 <u>\$250.00</u>

**TOTAL RENTAL COST:** \_\_\_\_\_

- **Rental Payments:** In order to reserve the event date, the Applicant shall include a minimum payment of \$250.00, cash or check, with this agreement. Please make checks payable to Greenbank Mill Associates. The total balance is due 10 days prior to the event. No checks are accepted within 10 days of the event.

	PAYMENT	DATE/INITIALS	AMOUNT DUE
○ Minimum payment due at signing	_____	_____	_____
○ Additional Payments	_____	_____	_____
○ Additional Payments	_____	_____	_____
○ Additional Payments	_____	_____	_____

APPLICANT INFORMATION AND SIGNATURES

**Applicant Information:** NAME OF ORGANIZATION OR APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**Signatures:** *This contract is legally binding once signed by both parties and deposit is received.*

(APPLICANT SIGNATURE) **Date:** \_\_\_\_\_

(GREENBANK MILL ASSOC. SIGNATURE) **Date:** \_\_\_\_\_

500 Greenbank Rd, Wilmington, DE 19808

(302)999-9001

rentals@greenbankmill.com



## GREENBANK MILLS AND PHILIP'S FARM MILL RENTAL POLICY

Greenbank Mill is a museum and historic landmark. It survives today because of the dedication and hard work of many individuals. All Applicants and their guests must conduct themselves in a manner that protects the building and grounds. A Mill Representative will be assigned to help you with your rental experience and has final say in all matters concerning the enforcement of the Mill Rental Policy.

**Greenbank Mill is a museum and historic landmark. It survives today because of the dedication and hard work of many individuals. All renters and their guests must conduct themselves in a manner that protects the building and grounds. The mill representative (Event Supervisor) has final say in all matters concerning the enforcement of Greenbank Mill Rental Policy. Failure to comply with any of the below policies can result in forfeiture of security deposit.**

### II. USE AGREEMENT:

- A. The Parties agree to Applicant's use of the Meeting Room for the dates, times and uses noted in Section I and in accordance herewith.
- B. An Event Supervisor representing Greenbank Mill will be present during the rental period to answer questions and oversee the use of the mill. The Event Supervisor, as directed by the site director, shall have final say in matters of noise level, decorations, candles, parking, cleanup, and implementing GMA policy.
- C. Greenbank Mill Associates (GMA) shall provide heat or air conditioning, as needed, lights, approximately 80 chairs, 15 tables, garbage collection containers, garbage bags and cleaning supplies, parking for approximately 10 cars at Greenbank Mill, and additional parking at the adjacent lot.
- D. Applicant is responsible for any setup, all cleanup immediately following use, and for any damage whatsoever to the Meeting Room or any part of Greenbank Mill, or any loss or liability of Applicant, GMA or others, arising out of or in connection with Applicant's use (including without limitation use by Applicant's guests, agents, contractors or employees) of the Meeting Room, regardless of cause. Applicant hereby holds GMA harmless and hereby indemnifies GMA for any such damage, loss or liability. If any provision of this Room Rental Agreement is invalid or unenforceable, the remainder of this Room Rental Agreement shall be valid and enforceable.
- E. If renter cancels use of facilities, a \$250 cancellation fee will be charged if more than 2 weeks to event. If cancellation by renter occurs within two (2) weeks of the event, the rental fee already paid shall be forfeited. In case of cancellation by Greenbank Mill & Philips Farm, all monies shall be refunded. If cancellation occurs because of weather, the event will be rescheduled if possible, but if not, all monies will be refunded.
- F. Rental of hall allows renter up to eight (8) hours, including set-up time, event, and cleanup. Additional hours can be made available, with prior arrangements, at the rate of \$75 per hour. Exceeding the hours in your contract will result in the forfeiture of your refundable security deposit.
- G. Smoke machines of any kind are prohibited. The hall may be decorated using Scotch tape or masking tape only. Thumbtacks, staples, screws, and nails are not allowed. Use of such will cause a forfeiture of renter's refundable security. No sparklers or confetti of any kind (paper, plastic, rice, birdseed, etc.) including as table decorations.
- H. Smoking is not allowed in the Greenbank Mill.
- I. All alcoholic beverages must remain inside the Meeting Room. The renter is responsible for their guests' responsible use of alcohol in accordance with Delaware law.
- J. No parking is allowed along the private roadways or driveway leading to and from Greenbank Mill. Limited parking is available in front of the mill building. Additional parking is located in the posted Greenbank parking



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lot across Red Clay Creek on Greenbank Road. A paved pedestrian path leads to the mill building. Renters and their guests may not park in spaces reserved for the tenants.

- K. Greenbank Mill has central heating and air conditioning to make the building comfortable. Do not open windows or doors for ventilation. If temperature changes are required, please ask the Event Supervisor to adjust the thermostat.
- L. The small table in the entry hallway is to be used for Mill promotional materials only. Mill wall displays and artwork are not to be moved.
- M. Renters should be informed that there are tenants upstairs and neighbors nearby. Renters must follow instructions of Event Supervisor regarding noise level including noise of people entering and exiting the building and in the parking lot area.
- N. Candles are permitted on cakes, but any other use of candles must be approved in writing prior to the event. No firearms or fireworks allowed on Mill property. No behavior or activities deemed by Event Supervisor to be unsafe to property or persons is allowed.
- O. Renters will:
  - i. Sweep all floors, wet mop spills and bathroom floors.
  - ii. Wipe counter tops and clean sink, if kitchen is used.
  - iii. Empty refrigerator of all items brought in, including ice.
  - iv. Wipe tables and return tables and chairs to their storage areas.
  - v. Ensure all trash is picked up in any areas used outside.
  - vi. Remove all tape and decorations, including balloons.
  - vii. Remove trash to dumpster in parking lot.
- P. Renters understand that failure to comply with the above mentioned policies may result in a forfeiture of deposit.