

## Rental Guidelines

Thank-you for your interest in renting the Jack Millikin Centre and the Ness Creek Site. This guide provides the basic information you need to make a reservation. More information on the Jack Millikin Centre and Ness Creek Site facilities can be found [here](#).

### Jack Millikin Centre Ness Creek Site

Box 511, Big River, Saskatchewan, S0J 0E0

[www.discovernesscreek.com](http://www.discovernesscreek.com)

[nesscorerentals@gmail.com](mailto:nesscorerentals@gmail.com)

306-227-9453

#### AVAILABILITY

Please fill out our rental request form and submit it to us at: [nesscorerentals@gmail.com](mailto:nesscorerentals@gmail.com). We will get back to you as soon as possible to discuss your desired dates.

#### DIRECTIONS

A map and detailed directions can be found here: [Jack Millikin Centre and Ness Creek Site](#)

#### SITE VISIT

We encourage you to visit the Jack Millikin Centre and the Ness Creek Site prior to making a reservation to ensure it meets your needs. Contact us via email or phone to make an appointment.

#### WHEN TO RESERVE

We encourage you to book your event as soon as possible. You may reserve your space up to 24 months in advance. Please reserve a minimum of 30 days in advance.

#### WHO CAN RESERVE

The Primary Contact must be at least 21 years of age or older and be present throughout the entire reservation. The person signing the reservation is the responsible party in case of damage, theft or disturbance.

#### CONFIRMING RESERVATION

Complete the **RENTAL REQUEST** and submit by e-mail to [nesscorerentals@gmail.com](mailto:nesscorerentals@gmail.com). The Primary Contract will be contacted by e-mail or phone within 7 days to review your request and ensure your reservation is complete. A **RENTAL AGREEMENT** will be prepared, and your reservation will be confirmed upon receipt of your Damage Deposit and initial payment.

#### RENTAL HOURS

When determining the start and end time to request, consider time needed for deliveries, set-up, decorating, and clean-up. Overtime charges will be billed for 15 minute increments beyond the scheduled time at a rate of \$100/hour.

## 2023 FEES

<b>JMC Weekend Rental:</b>	Hall Including Kitchen – Friday 3pm to Sunday 3pm	<b>\$1000</b>
<b>JMC Kitchen Only:</b>	Friday 3pm – Sunday 3pm	<b>\$250</b>
<b>Site Weekend Rental:</b>	Exclusivity of main site area - Friday 3pm to Sunday 3pm	<b>\$2200</b>

Site Rental includes access to all open air structures, summer kitchen and non-serviced camping. Accommodations set aside for your guests/participants only. Accommodations are not included in the Site Rental fee, they are to be booked separately. Details: <https://discovernesscreek.com/cabin-rentals/>

**Additional Fees:** Linens, dishes, sound system, projector and screen. See Special Uses.

## PAYMENT SCHEDULE

50% of the rental fee and Damage Deposit is due when the **RENTAL REQUEST** is processed and required prior to issuing a confirmed **RENTAL AGREEMENT**.

The remaining 50% of the rental fee and any staff attendant fees, are due a minimum of 30 days prior to the rental date.

Payment in full is required for reservations made 30 days or less in advance.

## CANCELLATION / RE-SCHEDULING

Requests to change the time or date of a reservation will be delivered by email.

Date changes may be treated as a cancellation and a new reservation.

Cancellations must be made by email: [nesscorerentals@gmail.com](mailto:nesscorerentals@gmail.com)

- Cancellations of large events made 6 months prior to the rental date will result in a return of the Damage Deposit and a full refund, less a \$100 administrative fee.
- Cancellations made between 6 months and 30 days prior to the rental date will result in a return of the Damage Deposit, 50% of the rental deposit, and any other fees that have been paid in advance.
- Cancellations made 0 – 29 days prior to the rental date will result in a return of the Damage Deposit and no refund.

## SET-UP & CLEAN-UP

The User Group is responsible for set-up, take-down, and clean-up, including moving all furniture, equipment and kitchen items to their original location unless arrangements have been made with Ness Core Ventures to provide these services.

Table coverings are recommended.

Please leave our facilities clean and intact. When the Primary Contact arrives at the Ness Creek Site they will meet with a staff person to discuss specific needs. We will also complete the **RENTAL INSPECTION CHECKLIST** both before and after the event.

For example:

- All furniture, equipment and kitchen items must be returned clean to their original locations.
- All items brought into the facility must be removed by the end to the rental.
- All food, materials and decorations must be removed.
- Garbage must be secured in plastic bags and placed in the bear proof garbage container.

## DECORATING WITHIN THE JACK MILLIKIN CENTRE

### Allowed

- Decorating is allowed during the reservation time
- Freestanding decorations are allowed but must be removed by the end of reservation
- The use of painters' tape (only) to attach decorations is allowed but must be removed with the decorations by the end of the reservation

### May Be Allowed - requires approval in Rental Agreement – Special Uses

- Removing facility displays, art or other items
- Helium balloons but must be tied to a weight prior to entering the building
- Fog and smoke machines

### Not Allowed

- Balloon releases and sky lanterns/aerial luminaries
- Using push pins, staples, nails, masking tape, scotch tape and duct tape to hang decorations
- Hanging decorations from light fixtures
- Fireworks and sparklers

## DELIVERY AND PICK-UPS

Schedule deliveries and pick-ups within the reservation hours. Use the South East hall entrance or kitchen entrance for loading or unloading, unless otherwise approved. Do not block building entrances or fire lanes and park in the parking lot after unloading.

Due to space and security concerns, items cannot be stored prior to or following the reservation.

## FIREPLACE AND FLAMMABLE MATERIALS

The use of flammable materials is regulated by the RM of Big River Fire Department. Flaming food is not permitted. Fireworks and sparklers are not permitted. Fuel canisters for warming food, and votive and tea light candles that are contained and will not tip over are allowed.

Use of the fireplace requires approval during the reservation process and may require the staffing of a facility attendant. Firewood is available from Ness Core Ventures for a fee of \$10/wheelbarrow.

Gas barbecues may be used outside of the kitchen or on the deck. Barbecues are not allowed indoors.

## SPECIAL USES

Confirm special uses during your reservation process

- Fireplace
- Equipment – chairs, tables, decorating, staging, etc.
- Vehicle Access
- JMC Sound System and Lights - \$150 (2 microphones, 2 stands, 2 column monitors with stands, 8 channel mixer and necessary cords, 2 LED Light Stands (4 lights each))
- Projector and Large Screen - \$100 (can be used in daylight)
- Linens - \$2/each
- Assorted Dish Settings - \$1/setting
- Bar Service Staff - \$25/hr/person
- Ice - \$5/bag
- Firewood - \$10/wheelbarrow load

## SPECIAL SERVICES

The Jack Millikin Centre and the Ness Creek Site are available to assist with arranging special services such as: caterer, photographer, marriage commissioner, musicians, bartenders, etc. Please contact us to discuss.

## **ALCOHOL**

To serve and/or sell alcohol during the reservation, Saskatchewan Liquor Board Permit is required. The original copy of the Permit must be presented to facility staff and posted in a conspicuous location upon arrival.

An alcohol server, at least 19 years of age, is required for all reservations involving alcohol and proof of Serve It Right certification.

The User Group/Primary Contact is responsible for the conduct and behavior of the guests. Underage drinking is strictly prohibited.

## **PARKING**

Ample parking is available – please follow signs.

Ensure roadways are kept clear, and all vehicles are moved to the parking lot after event supplies are unloaded.

## **SMOKING**

The Jack Millikin Centre and all indoor spaces on the Ness Creek Site are smoke free. If anyone wishes to smoke, please do so at least 15 feet away from building entrances and exits.

The User Group is responsible to ensure that all outdoor areas are clear of smoking debris.

## **POLICIES**

User Group agrees to comply with local and provincial laws.

Ness Core Ventures and the Jack Millikin Centre reserve the right to terminate the reservation in good faith, if they perceive that the User or guests pose a risk to the safety of persons or property, or due to excessive noise. Upon verbal notice by facility staff or Police, the User Group and guests must leave immediately. User will not receive a refund of fees paid.

Ness Core Ventures and the Jack Millikin Centre will not be liable for any personal injuries or damage to personal property.

## **USER GROUP RESPONSIBILITIES**

- Only use approved spaces
- Bring any required Permits to the facility
- For any issues on-site, contact facility staff.
- Provide supervision and control to prevent injury or damage
- Minors must have adequate adult supervision
- Leave facility and any outdoor spaces used in a clean and orderly manner
- Use of space does not exceed the scheduled time
- Rules governing alcohol consumption, smoking and COVID 19 are met

## **FACILITY STAFF RESPONSIBILITIES**

- Work closely with Primary Contact to answer questions and provide directions
- Assist User to locate equipment, cleaning supplies, etc.
- Inspect facility and equipment for cleanliness and inventory at end of reservation
- Lock and secure building after the reservation
- When necessary, call Police or Emergency Services