

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

nesscorentals@gmail.com

306-227-9453

WHAT THE JACK MILLIKIN CENTRE HAS TO OFFER

- ☑ JMC's capacity is 150.
- ☑ 150 matched stacking chairs
- ☑ 30" x 72" plastic tables sufficient for seating 150.
- ☑ 150 mismatched place settings (dinner plate, side/dessert plate, soup bowl), cutlery (forks, knives, soup spoons, teaspoons) and coffee mugs.
- ☑ Wine glasses
- ☑ Limited selection of cocktail glasses, vintage teacups with saucers, vases, votives, etc.
- ☑ Bluetooth sound system
- ☑ Microphone available
- ☑ Wi-Fi access
- ☑ Fully accessible ramps, deck and building including a wheelchair accessible washroom.
- ☑ Large outdoor deck.

The kitchen is equipped with:

- ☑ Non-commercial appliances: 2 glass-topped ranges, a refrigerator, small chest freezer, a large beverage cooler that doubles as extra fridge space, Bunn coffee maker, 2-slice toaster, electric kettle, small microwave oven.
- ☑ A variety of pots and pans, cooking utensils, mixing bowls and serving bowls that a small group would find sufficient for their needs.
- ☑ Triple sink for dishwashing.
- ☑ Dishwashing supplies: detergent, bleach, dish cloths, tea towels, rags.
- ☑ Push pins and painters' tape for guest use.
- ☑ Cleaning supplies include mops and buckets, brooms, and vacuums.
- ☑ The bar area has easy access to the freezer, cooler, refrigerator and hand washing sink. Minimal bar equipment includes corkscrew, bottle opener, pitchers, and a small cash box.

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AVAILABILITY

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

DIRECTIONS

Map and detailed directions to Jack Millikin Centre/Ness Creek Site - <https://discovernesscreek.com/find-us/>

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.

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. 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.

2025 FEES

Listed below are High Season Rates – May 15 to September 15.

Please contact us regarding Low Season and Small Group Rates.

JMC Weekend Rental: Hall Including Kitchen – Friday 3pm to Sunday 3pm - \$2000

JMC and Exclusive Use of Site - Friday 3pm to Sunday 3pm - \$4500

Includes exclusive access to all open air structures, summer kitchen and non-serviced camping. Accommodations/cabin rental are not included in the Site Rental fee and are booked separately. Exclusive Use of Site ensures that all accommodations are for your guests only and no other guests will stay on site. Details at <https://discovernesscreek.com/cabin-rentals/>

JMC and Non-Exclusive Use of Site - Friday 3pm to Sunday 3pm - \$3500

Includes non-serviced camping and non-exclusive access to all open air structures. Accommodations/cabins may be rented to members of the public and other guests may be on site.

Kitchen Only: Daily Rate 9am – 9pm **\$250**

JMC Additional Fees: Please refer to Special Uses below.

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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 is due a minimum of 30 days prior to the rental date. Any staff attendant or special use fees will be invoice immediately after the event and payment is due upon receipt of invoice.

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

- 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

- User Group is responsible for set-up, take-down, and clean-up.
- User Group is responsible to move furniture, equipment and kitchen items to their original location.
- When the Primary Contact arrives at the Ness Creek site they will be greeted by a staff person to discuss specific needs and to complete the **RENTAL INSPECTION CHECKLIST** and determine a time for the post-event completions of the same. Return of Security Deposit will be determined after completion of the post-event **RENTAL INSPECTION CHECKLIST**.
- Table coverings are recommended.
- All items brought into the facility must be removed by the end to the rental.
- All food, materials and decorations must be removed.
- Garbage and recycling must be secured in plastic bags and placed outside the kitchen door.

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 push pints and painter's tape to attach decorations.

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 staples, nails, regular masking tape, scotch tape and duct tape to hang decorations.
- Hanging decorations from light fixtures.
- Fireworks and sparklers.

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DELIVERY AND PICK-UPS

- Schedule deliveries and pick-ups within the reservation hours.
- Use the SE hall entrance or kitchen entrance for loading or unloading, unless otherwise approved.
- Do not block building entrances or fire lanes.
- Please unload promptly and then move vehicles promptly to parking lot.
- 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.
- No deep frying allowed in the kitchen.
- Flaming food is not permitted.
- Fireworks and sparklers are not permitted.
- Fuel canisters for warming food and contained tea light candles that will not tip over are allowed.
- Use of the fireplace requires approval during the reservation process.
- Firewood is available for purchase.
- Gas barbecues may be used out of doors of the kitchen or on the deck.

SPECIAL USES

Please confirm special uses on your Rental Request:

- Identifying Outdoor Location (ie: ceremony) and any Set-up Requirements.
- Equipment – chairs, tables, decorating, staging, etc.
- Deluxe Sound System - 2 microphones, 2 stands, 2 column monitors with stands, mixer, cords and Lights - 2 LED Light Stands with 4 lights each - \$300.
- Projector and Large Screen - note that it can be used in daylight - \$100.
- Tablecloths - \$5.00/each.
- Bar Service Staff - minimum of 2 bar staff recommended - \$25./hour.
- Indoor Wood Stove with Firewood - \$20/load
- Canadian Candles - \$100
- Moving Furniture out of the Building - \$30/hour
- Dinnerware/Kitchen Appliances/Cookware/Wine Glasses – no charge
- Misc Vases and Votive Holders and Vintage Tea Cups - no charge

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 Jack Millikin Centre 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.
- Move vehicles the parking lot after event supplies are unloaded.

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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 cigarette butts.

POLICIES

- User Group agrees to comply with local and provincial laws.
- Ness Core Ventures and Jack Millikin Centre reserve the right to terminate a rental 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 staff or Police, the User Group and guests must leave immediately. User Group 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 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.