

Rental Guidelines

Thank-you for your interest in renting the Jack Millikin Centre and/or the Ness Creek Site. This guide provides the basic information you need to make a reservation.

Jack Millikin Centre
Ness Creek Site
Box 511 Big River, Saskatchewan, S0J 0E0
<https://discovernesscreek.com>
nesscorerentals@gmail.com
306-227-9453

FACILITIES & AVAILABILITY

Are you looking for a place to have a social gathering, a business meeting, a reception, a class, a wedding, an anniversary, a birthday party or a memorial? Contact us by e-mail to confirm availability. Please complete the online RENTAL REQUEST and submit.

DIRECTIONS

A map and detailed directions to the Jack Millikin Centre and the Ness Creek Site can be found at <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 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 to ensure staffing.

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 online **RENTAL REQUEST** and submit.

The Primary Contract will be contacted by e-mail within 2 days to confirm availability and 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 \$20/hour.

FEES

email nesscorerentals@gmail.com

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.

An extended payment plan is available for multiple month reservations.

Ness Core Ventures on behalf of the Jack Millikin Centre accepts cash, e-transfers, cheques, VISA and MasterCard. Make cheques payable to Ness Core Ventures. E-transfer to nesscorerentals@gmail.com.

CANCELLATION / RESCHEDULING

Contact us by e-mail to change the time or date of a reservation.

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

Cancellations must be made by email.

- Cancellations of large events made 6 months prior to the rental date will result in a return of the Damage Deposit, a full refund of the rental fees, less a \$50 administrative fee.
- Cancellations made between 6 months and 30 days prior to the rental date will result in a return of the Damage Deposit and will forfeit the 50% of the rental fee.
- Cancellations made 0 – 29 days prior to the rental date will result in a return of the Damage Deposit, but no refund of the rental fee.

SET-UP & CLEAN-UP

You are 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.

Please leave our facilities clean and intact. Refer to the **RENTAL INSPECTION CHECKLIST** for a complete list of tasks that are required to be completed by the end of the reservation.

When the Primary Contact arrives at the Jack Millikin Centre they will meet with a staff person and review the building and 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 of the rental.
- All food, materials and decorations must be removed.
- Garbage must be secured in plastic bags and placed in a bear proof garbage container.
- Table coverings are recommended. A limited number of fabric tablecloths are available for use.

DECORATING WITHIN THE JACK MILLIKIN CENTRE

Allowed

- Decorating is allowed during the reservation time
- Freestanding decorations may be brought into the facility but must be removed by the end of the 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
- Use of the facility provided hangers / hooks

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, sticky tack, 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 SouthEast 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. Deep frying is not permitted inside the Jack Millikin Centre.

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 and deep fryers are not permitted indoors, but may be used outside of the kitchen.

SPECIAL USES

Confirm special uses during your reservation process

- Fireplace & Firewood
- BBQ
- Entertainment - DJ, musicians, games or craft leaders, face painter, magician, animals, photo booth, etc.
- Your Rental Equipment – additional chairs, tables, decorating, staging, etc.
- Vehicle Access
- Use of JMC Sound System - fee
- Projector and Screen - fee

KITCHEN USE

Use of kitchen appliances, equipment, tableware and silverware must be approved during the reservation process. You are responsible for the care, condition and cleaning of any equipment used.

FOOD & CATERING

The Jack Millikin Centre and the Ness Creek Site have a recommended caterer that can be booked for your event.

Wanda Bogner - Third & Main
Big River, SK
bogner@sasktel.net
306-469-4488

During the reservation process, please clarify whether you will be bringing your own food, having food delivered, or having your event catered. Also clarify whether you will be preparing food on site or whether it is prepared elsewhere and is brought to the facility ready to serve.

Gas barbecues and deep fryers are not permitted indoors, but may be used outside of the kitchen.

ALCOHOL

To serve and/or sell alcohol during the reservation, a 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 with proof of Serve It Right certification. Jack Millikin Centre may be able to provide alcohol servers for your event at a fee of \$25/hour.

You are responsible for the conduct and behavior of the guests. Underage drinking is strictly prohibited.

PARKING

Ample parking is available – please follow signs.

There is limited parking near the building and priority is given to accessible parking. Please ensure fire lanes 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 ensure that it occurs at least 15 feet away from building entrances. You are responsible to ensure that all outdoor areas are clear of smoking debris.

POLICIES / INSURANCE

You agree to comply with local and provincial laws.

Ness Core Ventures on behalf of the Jack Millikin Centre reserves the right to terminate the reservation in good faith, if they perceive that you or your guests pose a risk to the safety of persons or property, or due to excessive noise. Upon verbal notice by facility staff or Police, you and your guests must leave immediately. You 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. While the venue has insurance, as an event organizer, you too can be held responsible for the well-being of the guests at your event and you may want to seek insurance for your event.

YOUR RESPONSIBILITIES

- Only use approved spaces
- Bring the Rental Agreement and any required Permits to the facility
- For any issues on-site, please contact facility staff
- Ensure the well-being of your guests
- 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 health and safety are met.

FACILITY STAFF RESPONSIBILITIES

- Open the facility for the reservation
- Work closely with Primary Contact to answer questions and provide directions
- Assist you 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.