



## WEDDINGS AT THE MILL

**T**his grand building has been serving Lancaster since 1899. Originally a wholesale grocery and then a feed mill, it was restored, with a touch of industrial elegance, in 2017. Once again, The Mill is proudly serving Lancaster. This time, as Lancaster's finest reception hall. You are invited to share the most special events of your life at The Mill – where it has been proven - the memories will stand the test of time.

### VENUE RENTAL

Monday thru Thursday	\$1700
Friday	\$3200
Saturday	\$4200
Sunday	\$2700

Sundays of Memorial Day and Labor Day weekends require Saturday rental prices.  
Holidays require Saturday rental prices.

Room rental prices are for a five-hour block of time. Contract time to end by 10:00 pm unless otherwise approved.

### ADDING CEREMONY ONSITE \$500

- One additional hour for ceremony and switchover – Use of outdoor pavilion is an additional \$500

### REHEARSALS \$500 for 3 hours

- Rehearsals are scheduled no more than 30 days before your event.  
Friday or Saturday rehearsal times cannot be guaranteed

### SURCHARGES

- |                        |   |
|------------------------|---|
| • Beverage Staff       | \$175 for parties less than 100. Greater than 100 - \$350 |
| • Non-alcoholic drinks | \$3.00 per person or \$1.50 per person with Hosted Bar.   |
| • China and flatware   | \$5.00 per person (with water goblets \$6.00 per person)  |
| • Extra hours          | \$250 per hour or \$600 for 3 hours                       |
| • Contract extension   | AFTER 10:00 pm \$500 per hour                             |

*All beverages must be purchased through The Mill Event Center. There may be additional charges after the event if any of the above are needed and not paid in advance.*

**Note:** Pricing is as of January 1<sup>st</sup>, 2020 and is subject to change without prior notice.



## **BOOKING AND PAYMENT INFORMATION**

To confirm your booking, we require a signed contract along with a 50% deposit of the total contract value. This includes any additional products/services on top of base venue rental. Remaining 50% is due 90 days prior to your event.

## **INCLUDED WITHIN YOUR RENTAL FEE**

Before your event you will have a consultation with our professional and very experienced Event Manager. During this meeting we will guide you into making your vision a reality.

The week of your event you will drop off your guest and head table centerpieces and table décor. Our professional staff will then set up and decorate your tables with your choice of white, black, or ivory linens and the décor that you have provided. Seating for up to 225 will also be set up with beautiful mahogany Chiavari chairs with black pads.

Our staff will take care of setting up all additional tables including; Buffet tables, cake table or cake stand, guestbook table, gift table, and DJ table.

The wedding party will enjoy access to two private, secure, and beautifully decorated dressing rooms.

You have full access to our state-of-the-art audio and visual equipment.

While we have some amazing recommendations for catering, the choice is yours. The caterer that you choose, must be a licensed caterer, will have access to our full commercial kitchen, including the ice machine.

Among many other amenities your guests will enjoy free parking, outdoor patio areas, and an all-season patio.

At the end of the evening our staff will have all the décor that you provided neatly packed up and ready for you. That's it! We will handle all the tear down and cleaning!

## **GOLD PACKAGE** (available for an additional cost)

Our Gold Package is available to put the finishing touches on your special day! You will have a hostess that will coordinate your event. Working with you, the hostess will coordinate the timeline of your event. The hostess will then work with your D.J, caterer and our staff to ensure that your timeline is followed, and your event runs according to plan.

The Gold package will also include per-set water glasses and water carafes at each place setting. The head table will also include a beautifully per-set champagne toast for the bride and groom. We will have beautiful china and flatware available for your caterer to pre-set on tables or set at your buffet tables. The Gold package will include all your guest's non-alcoholic drinks. Our professional beverage staff will serve all drinks in our wide variety of glassware.

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