



Delaware River Mill Society

PO Box 298, Stockton, NJ 08559
Phone: 609-397-3586 Fax: 609-397-3913

Brillman's Rental Barn

101 Friends Lane, Newtown, PA 18940
Phone: 215-860-7600 Fax: 215-579-5676
Email: rentalbarn@aol.com

Conditions of Use

General Information

No smoking is permitted in any building.

No open flames. Candles are permitted only when covered. Hurricane globes covering tapers or pillars and/or votives in glass holders are allowed. No fireworks or any kind of sparklers are permitted on the grounds or inside any building. No tiki or citronella torches are permitted on the grounds. Use of a fire pit is permitted only in the stone driveway in front of the mill and must be at least 8 feet away any structure.

Please remember, the maximum capacity, *allowed by law*, is **150** persons, inside the Grist Mill and Grain Silo. This includes service people (caterer, servers, musicians, photographers, etc.)

Brillman's Rental Barn must be notified at least **one** month in advance of your event date, of your finalized event hours and other details that have been decided so that the Mill Society may schedule cleaning and Brillman's may schedule your Event Monitoring services for opening and closing, etc.

All Indoor music must end by **10:30 p.m.** and finish by **10:45 p.m.** (this means last dances completed), this allows the remaining time for your caterer to complete the required clean-up and break-down activities. If you have opted for music outdoors for your reception all music must finish by **10:00 p.m.**

Events must be finished by **Midnight**. No one is allowed in the State Park after 12 A.M. It takes most professional caterers between one and two hours to set up for an event and another one to two hours to clean up acceptably. Please take this into consideration when you are planning. If more than 10 hours are required this will result in additional charges.

All rental equipment and any tenting must be provided through the exclusive rentals provider Brillman's Rental Barn.

If you are interested in renting the Mill the day *before* your event for *set-up*, the fee is \$185 per hour, (minimum 4 hours) and includes services of the Event Monitor to open and close the Mill. This must be checked with the Mill Office or Brillman's Rental Barn, a decision cannot be made on availability more than 30 days in advance.

Marriage Licenses

This information has been provided as a courtesy. If you are from out of state and need to get a marriage license, the Clerk at the Stockton Borough Hall is available only Monday, Wednesday and Thursday from 8:30 to 1:30 p.m. It is recommended that you check with the Borough Hall to confirm hours and requirements. The Mill Society and Brillman's Rental Barn are not responsible in any way for you obtaining your marriage license.

Delaware River Mill Society at Stockton is responsible for restoration and maintenance of the Prallsville Mills. Prallsville Mills is part of the Delaware and Raritan Canal State Park, and is on the National Register of Historic Places.

Alcoholic Beverages

The law clearly states that **no alcoholic beverages may remain on the premises overnight: *not the day before and not the day after.***

Liquor Liability insurance is generally covered by your selected caterer. If another agent is responsible for serving the alcohol at your event, they must provide proof of liquor liability insurance to the Delaware River Mill Society a minimum of six (6) weeks prior to your event.

All refuse must be removed, including all empty bottles. Wine bottles, cans and other trash must be removed by the caterer or the renting party at the end of the evening. You should be sure to discuss this with your caterer in advance.

Event Monitoring Services

Brillman's Rental Barn will provide an Event Monitor to open the Mill at a prearranged time. The Event Monitor will remain onsite for the duration of your event. This Event Monitor will be available during your event for any emergencies. At the end of the event, the Event Monitor will do a walkthrough with your caterer to review cleaning, if acceptable then caterer will be permitted to leave and the Event Monitor will turn out the lights, close the Mill buildings and see that the locks are secured. The Event Monitor is a *separate charge* from Brillman's Rental Barn and is **not** part of your donation to the Mill Society for your rental. This is a separate contract item with Brillman's Rental Barn.

The final decision about the condition of the site will be made in the daylight.

Services and Housekeeping

Users (usually the caterers) are responsible for broom sweeping the Mill main room and any other spaces that were used. The kitchen area should be cleaned and returned to the condition when the caterer arrived. All buildings and facilities must be left clean and acceptable to Society representatives. All decorations and signs must be removed before leaving. If not, the cost of this service will be deducted from the security retainer.

The final decision about the condition of the site will be made in the daylight.

The Grist Mill and Grainary

There should never be any movement of any integral part of the building, such as the Grinding Wheel on the 1st Floor. **Take nothing apart; remove nothing.**

No nails, screws, staples or tacks may be placed in the walls, woodwork, ceiling or beams. There are wooden strips placed between the windows to allow for hanging without damage to the walls.

The State permits use of the 1st floor and basement for serving food; limited food usage is allowed on the 2nd floor. There should not be more than 50 people on the 2nd floor at any one given time. The 2nd floor has limited use (because the building does not have fire stairs on the outside); it may be used for the bride or wedding party to change, or for baby-sitting.

NO ENTRY above the 2nd floor; obey signs. This is for your own safety.

If any ceiling lights are redirected, they should be returned to their original down position at the end of the event. This is not the responsibility of the custodian.

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The 1st floor sills have been painstakingly refinished and everyone needs to be especially careful with them. Florists or any Mill user putting decorations in the sills must protect windowsills and floors with plastic under plants and arrangements.

Musicians, video cameraman, caterers, florists, family members or any Mill users need to be told they may NOT tape wires down. Removal of tape can remove the floor finish. Repair costs will be deducted from the security retainer.

Carriage Shed/Bridal Suite Upgrade

For weddings held on Saturdays and Sundays, you may rent the Bridal Suite for an additional separate donation of \$350.00 and your Event Monitoring fee will increase \$50.00. The additional donation provides access to this space for 9 hours beginning with your open time. This space will close at least 1 hour prior to your officially scheduled close time to be open for a period not to exceed 9 hours. This space provides access to additional full bathroom. This space may be used after the bridal party is through as an additional bathroom and sitting area for your guests. Trash must be removed from this space upon closing and walk through, if your caterer is removing your trash from the Mill and Kitchen, they need to include this space.

All supplies located in the Bridal Suite cabinets and kitchenettes are not included or part of the space rental. If additional bathroom supplies are needed, the event monitor on site should be notified and they will handle replenishment of the bathroom supplies.

No smoking is permitted in this space.

If you wish to rent the Bridal Suite you will need to complete a separate application. Bridal Suite upgrades are permitted to occur as late as 14 days in advance of your event date. The separate donation must be received in full with the application no later than 14 days in advance of your event date.

Kitchens and Bathrooms

The kitchen must be swept and mopped; stove top and ovens must be left clean. All sinks must be left clean of food particles. All items including rental items, food and drink must be removed the same day as the event. The refrigerator must be left empty and clean.

Both powder rooms must be left **tidy**.

All services required for the user's party must be completed within the rental agreement time frame.

All caterers or Mill users' clean-up people **must** bring their own cleaning supplies and trash bags. *Failure to bring cleaning supplies will result in a \$20.00 charge which will be taken from the security retainer to reimburse the Mill Society.*

The Park

Grills must remain outdoors and must be on a grill mat. Under **NO** circumstances may grills be brought inside.

Outside, if there are smokers, cigarettes should be disposed of in a container, (if one has been provided by user), or taken away. No cigarettes, cigars, or anything else should be thrown on the ground. Grounds shall be left free of litter. If grills or beverage bars are used on a grassy area, a protective barrier such as a grill mat must be utilized under the grill or bar.

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Birdseed or flower petals may be thrown at the bride but **not rice or bubbles**.

Bails of Straw and/or Hay are not permitted for use in the buildings or on the grounds during Private Events.

The Mill site is located in a State Park and surrounded by a residential neighborhood. Very loud parties are not appropriate. There is limited lighting outside in the evening and special arrangements must be made for use of additional lighting or electric heaters.

There is no public telephone in the Park or at the Mill site for rentals events. Someone in the party should bring a cell phone.

For large affairs (over 100 people) a qualified person should be provided to direct parking and to direct traffic to and from Route 29.

If you are hoping to use a tent, it is necessary to understand that this must be installed and dismantled the same day as the function. All tenting must be rented and arranged through Brillman's Rental Barn.

The Sawmill

Please note your rental of the Historic Prallsville Mills for your private event does not include the rental of the newly rehabilitated Sawmill. The Sawmill is a separate building that may be available for rent on your desired for a separate additional donation.

The grassy area just behind the Sawmill between the Sawmill and the Shed can be used for ceremonies for weddings, but is done so at the risk of the renter as a separate event or function maybe taking place in the Sawmill. Many couples still choose to enjoy this space for their ceremony, however please note that the Sawmill is a separate building rental.

Caterers:

All caterers are required (New & Renewing):

1. To Sign a Copy of the Conditions of Use and Fax to either the Mill Office on 609-397-3913 or to Brillman's Rental Barn on 215-579-5676, their proof of insurance (see #2). New Caterers must do this a minimum of ten (10) weeks prior to the event date. Returning/Renewing Caterers must provide complete this annually with proofed of renewed insurance (for requirements see #2).
2. Have their Insurance Agent/Representative provide a certificate of insurance or proof of insurance listing minimum liability of 1 million dollars, liquor liability when applicable (they are providing the servers for the alcohol). This proof must list the Delaware River Mill Society @ Stockton, Prallsville Mills, Stockton, NJ as an additional insured.
3. The Insurance Certificate must also show that your caterer or separate company providing any staffing for your event (such as waiters, chefs, etc.) that you have valid and current workman's compensation coverage. This should be included on the certificate of insurance and provided to the Delaware River Mill Society.
4. New Caterers – Must Complete Non-Caterer List Application and provide a separate non-Refundable \$200.00 donation for the privilege to Cater at the Prallsville Mills for a Private Event.
5. Provide their own clean up materials (dish soap, trash bags, etc). Failure to do so will result in a \$20.00 fee charged against your Security Retainer.
6. All Caterers working at the Prallsville Mills complex is required to carry a Delaware River Mill Society Business Membership. This is an annual membership and must be provided separately from the required Security Retainer.
7. Provide a Security Retainer of \$250 which is refundable after the event is completed if buildings and grounds are acceptably clean and there is no damage or loss of Mill Society Property.
8. All Trash must be removed from the site, this includes any space rented for the event; kitchen, Mill, Grain Silo, Carriage Shed/Bridal Suite at the end of the function. If you wish to rent a dumpster at your expense, it is recommended that you contact Carnevale on 609.890.1000. If a dumpster is rented then you must notify Brillman's Rental Barn on 215.860.7600 at least 2 weeks prior to ensure proper placement and verify delivery and pickup schedule.
9. (When new to the Site or if you have not worked an event at the Mill in 2 years) visit the Site and discuss their plans with the Brillman's Rental Barn. A copy of your site plan must be provided to the Mill Society Office and Brillman's Rental Barn.
10. (When new to the Site) Provide a list of sites worked with phone number so that the Mill can check references, it is recommended to do this in advance of signing an agreement;
11. Please note that all Caterer Items – Certificate of Insurance, Business Membership Fee and Security Retainers must be provided to the Mill at least 60 days prior to the event date.

Caterer Name – Please Print

Signature

Date

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