



The Mill FAQ'S

Will my event work in your space?

Because of the flexibility of our space, we can accommodate a variety of event types. Here is a just a small list of potential events...

Receptions	Fashion Shows	Weddings
Film Festivals	Concerts	Ceremonies
Product Launches	Silent Auctions	Festivals
Team Retreats	Holiday Celebrations	Art Shows
Tastings	Private Parties	Photoshoots
Rehearsal Dinners	Fundraisers	Award Presentations

What size groups can you accommodate?

Between all 3 spaces and outdoor plaza, The Mill can provide a unique setting for intimate class settings or an entire wedding of over 400 guests. The entire Mill is rated for up to 461 people; Hartford Hall can accommodate up to 213, Sawyers Room can accommodate up to 200 and The Stack accommodates up to 50.

What is included with use of the venue?

You likely have enough on your plate so our hope is that we can make using The Mill as simple and stress free as possible. Each space has varying amenities, but all rentals includes access to:

- 60" round tables, 72" banquet tables and chairs
- Wireless presentation and conferencing technology
- ADA accessibility to the second-floor mezzanine

Can I use my own caterer?

Absolutely! We want your event to be all you want it to be. There is no on-site kitchen so you can choose your caterer, and/or bar service. We simply ask that they are licensed and insured. If you are looking for suggestions for local caterers or vendors, we will gladly provide you with a suggested list. We have no financial arrangement with the businesses provided, so you are free to choose whom you wish.

What does the damage deposit cover?

Damage deposits are 100% refundable provided all the conditions you agreed to on your rental application and rules are met. Damage deposits aren't refundable if you cancel your reservation.



Is the reservation deposit refundable?

No, it is not refundable.

Can your internet connection handle the data needed for teleconferencing?

Yes, we have an internet connection that enables high quality audio and visual transmission.

Can I decorate the room(s) I'm renting at The Mill?

- Decorations, pictures, signs, notices, posters, displays, or exhibits of any type may not be attached to the walls in a manner that would damage the surface in any way such as staples, tacks, nails or tape. Only approved painters' tape or putty may be used.
- Any form of confetti, rice, glitter, bird seed, silly string, sparklers, fireworks of any kind, Chinese lanterns or party favors that leave debris behind is not allowed in or around the facility including marking on windows.
- Decorations on the exterior of the building are not allowed. Any evidence of prohibited decorations or prohibited methods of attachment forfeit all damage deposit and the City may immediately terminate use.
- No decorations attached to the fans or any part of the fire suppression systems.

Is the public allowed in the building when I'm holding an event at The Mill?

If your event is during normal operating hours, the public has access to the shared restroom facilities. However, the room(s) you rent will be just for your guests; the general public will not be allowed to walk through or use your rented space.

Who is responsible for set-up and clean-up of my event? Our event is going to end very late at night. May we come back the next day to clean up?

The renter/contract holder is responsible for set-up and cleaning of the rented space classroom. The hours rented must include time for the set-up, and at least 30 minutes for cleaning. When booking your event, you must include enough time for set-up, decorating, and for cleanup. All rental hours must be consecutive. No next-day clean-up is allowed.

Is alcohol service allowed?

Yes, beer, wine and champagne can be served in The Mill with a banquet permit. Banquet permits can be purchased online from the [Washington State Liquor Board](#).



Is there parking?

We do have limited parking spaces in front of and behind The Mill.

Do I need an appointment to visit The Mill?

Yes, you can schedule a walk through with our venue specialist and have your questions answered; 425-622-9442

Your rates are lower than comparable sized venues so do you still have a discount for non-profits?

Yes! We believe nonprofits provide a great benefit to the community and we want to partner with you the best we can, so we do offer discounted rates for 501 c3 non-profits.