



## Park Farm Winery Event Room Rental

### What's Included

#### 1. Four hours use of the event room, a portion of the south deck, and the audio visual system for up to 75 guests;

- a.) The winery staff shall continue to have access to the kitchen, refrigerator and control of the outside audio system.
- b.) The winery provides space only. If you want to have a meal, you would arrange for a caterer or food preparation and the rent of tables and chairs.
- c.) An additional 2 hours for setup and 1 hour of cleanup are included in the rental fee.
- d.) Additional time may be rented for \$50 / hour.

#### 2. Access to the caterer's kitchen and the right half of the refrigerator;

- a.) You may use the kitchen and utensils.
- b.) You provide your own disposables dependent upon your needs: i.e. paper plates, cups, silverware etc.
- c.) The winery will provide trash bags.
- d.) You may use the right half of the refrigerator.

#### 3. A \$150 wine credit;

- a.) Wine will be charged against the credit at regular, undiscounted list pricing. Park Farm will uncork wine and provide to renter on an as needed basis. Park Farm will notify the renter when their credit is spent. Additional wine may be purchased at the case discount price (10%).
- b.) Any credit remaining at the end of the event may be used to purchase wine to take home.
- c.) The credit must be used the day of the event.
- d.) Opened bottles of wine cannot be removed from the winery.
- e.) A flat corking fee of \$20 will be added to the wine bill to cover Park Farm's liquor liability coverage.
- f.) If requested Park Farm will provide a bartender for the wine and other non-alcoholic beverages for \$15 / hour / bartender.

#### 4. Use of all public areas of the winery;

- a.) Other customers will be able to access all public areas of the winery except the Event Room, caterer's kitchen, and the South side of the deck.
- b.) We may designate an area for event parking. Event guests will be expected to park in the designated area.

#### 5. A wine tasting and tour;

- a.) If requested, winery staff will perform a formal tasting of Park Farm wines towards the beginning of the event, wine used in the tasting will be added to the renter's wine credit.
- b.) If requested, winery staff will conduct a tour of the winery and vineyards, subject to weather conditions.

*Renter's Initials* \_\_\_\_\_

## Rental Rates

- Weekday (Mon-Thurs) Rate: \$250 including \$150 wine credit
- January – April Weekend (Fri – Sun) Rate: \$250 including \$150 wine credit
- May – December Weekend (Fri-Sun) Rate: \$500 including \$150 wine credit
- Business Rates: Mon-Thur, 9:00am – 5:00pm: \$75, no wine credit

**Blackout Dates: Weekend Dates of September – October are not available for rent.**

*\*Please check box for rental rate chosen*

*The rate the renter will pay for the event room is \_\_\_\_\_ Renter's Initials \_\_\_\_\_*

## Deposit Fees

- Reservation - \$250 in advance holds the date. The event contract is due at the same time reservation deposit is paid.
- Full Rental Rate due 1 month in advance for Friday-Sunday events.
- Cleanup / Rules Deposit - \$100 day of event as cash or credit card, returned in full as long as rules are adhered to and all garbage is picked up and put in provided containers the day of the event.

*Renter's Initials \_\_\_\_\_*

## Other Beverages

- Non-Alcoholic beverages can be brought in at no additional charge.
- Beer – To serve beer; 2 cases may be brought in for \$10 / case or a flat fee of \$150 allows unlimited beer.
- Hard Alcohol – No hard alcohol is allowed on site. If hard alcohol is brought in the \$100 deposit will not be refunded.

*Renter's Initials \_\_\_\_\_*

## Other Rules

- No smoking in the building. Only in designated smoking area outside the building.
- Children under 12 must be supervised.
- Minors cannot be served alcohol.
- Events should be themed towards adults at legal drinking age. (For example 16 year old birthday parties, high school graduation parties, etc are not allowed).
- Cannot nail, tape or staple signs or decorations to any part of the building or furniture.

*Renter's Initials \_\_\_\_\_*

***Renter's Contact Information***

Name of party/parties: \_\_\_\_\_

Renter's name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of event: \_\_\_\_\_

Anticipated number of guests: \_\_\_\_\_

Date of event: \_\_\_\_\_

Estimated Arrival Time: \_\_\_\_\_

Estimated Departure Time: \_\_\_\_\_

Deposit paid       Contract Received

Special Conditions:

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Optional Expenses

	# of ...	Subtotal
Cleanup (\$1 per person)		
Patio heaters (\$50/heater)		
Wine Bar (\$15 per hr/bartender)		
Non-Alcoholic Beverages (Cost +30%)		
Beer (\$1 per person)		
Beer (\$10 per case max: 2)		
Chairs-White (\$.75) -if chair covers rented \$.25 discount per chair		
Tables (\$4 per table)		
Other		
		<b>TOTAL</b>

<b>Total Estimated Event Cost</b>	
Tax 7%	
<b>Grand Total</b>	
Date Deposit Amount Paid and Contract Rec'd	

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Farm Winery Representatives Signature

\_\_\_\_\_  
Date