



2016 Wedding Contract & Agreement

Date of Contract: _____

Responsible Party Name: _____

Bride & Groom, full names: _____

Responsible Party Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Telephone: _____

Date of Event(s): _____

Time of Event(s): _____

Number of Guests: _____

Credit Card number: _____ Exp. Date: _____

** My signature on this contract allows Grandfather Vineyard & Winery to charge any pending charges on the above credit card number.

Venue Fee: 5-11PM \$4500 ____ Initial acceptance

The above Responsible Party agrees to meet the deposit and payment schedule as outlined in the Agreement and adhere to all the terms and conditions listed by Grandfather Vineyard & Winery Guidelines. The Responsible Party is liable for any misuse and/or damage to Grandfather Vineyard & Winery property by the Responsible Party and/or their guests during the rental period. Initial _____

Site Fee: The site fee is \$4,500. This site fee includes one hour for a rehearsal. The rehearsal must occur between 12pm and 5pm the day prior to the wedding. The site fee does not include the rental of tents, chairs, tables, wine glasses etc. All rentals will need to be coordinated with an outside rental company. Grandfather Vineyard & Winery recommends Boone Rent-All & Parties Too. Grandfather Vineyard & Winery's max capacity is 150 people. Initial _____

Deposit: A non-refundable 50% deposit is due at the initial contract signing to hold the date requested. This deposit will be applied to the overall payment. The remaining balance is due 2 weeks prior to the day of the event. Regardless of payment method, a valid credit card number must be provided to hold the rental date and cover any incidental fees. Cancellations will result in the forfeiture of your deposit. Initial _____

Staffing Fee: Grandfather Vineyard & Winery charges \$20 per hour per staff member working the event. It is up to Grandfather Vineyard to choose the number of staff members needed for the event. Each staff member will be working from 5-11pm, with the addition of one more staff member working from 4-12am who will be assisting in the set up/break down of the event. Initial _____

STAFF FEE

*All staff required fee is \$20 per hour per employee

Staff Member	Time In	Time Out	Total

Total Staffing Fee: _____

Refreshment Fee: Grandfather Vineyard & Winery will provide coolers and ice for all beer, soda and water provided by the Lessee for a **\$100 fee**. Initial _____

Insurance: The lessee must provide a Certificate of Insurance providing evidence of \$1,000,000 General Liability Insurance for the event. The certificate shall name Grandfather Vineyard & Winery, LLC as an additional insured. The certificate is most easily available through your homeowner's insurance policy or online. The certificate must be on file 30 days prior to the event. Initial _____

Disclaimer: Grandfather Vineyard & Winery is not responsible for injuries, damages, or losses that may occur during the event. Initial _____

Facility: The site fee covers the time from 5:00-11:00PM on the day of the event unless prior arrangements have been made with Grandfather Vineyard. Ceremony cannot begin until 6:30 PM. Break-down/Clean-up will only be permitted immediately following the event and not to exceed 1 hour. No Alcoholic beverages will be

served after 10:45PM. A curfew of 11:00PM is absolutely enforced for music. All guests are asked to exit the premises by 11:30PM unless prior arrangements have been made to extend the event. Initial _____

Setup and Breakdown: All decorations must be approved in advance with Grandfather Vineyard & Winery. Grandfather Vineyard & Winery has agreed to allow the use of their arbor for events and the Lessee is free to decorate it however they see fit. It is the responsibility of the Lessee to handle setup and breakdown of the event. In most cases, your caterer will handle this for you, including setup and breakdown of tables, chairs, setup and removal of all decorations and removal of trash. A trash bin will be provided for you. Unless prior arrangements have been made, all decorations must be removed following the end of the event. Grandfather Vineyard & Winery is responsible for handling setup and breakdown of the bar. Initial _____

Vendor Contracting: The Lessee is responsible for the hiring of all vendors for the event. We do not house any on site caterers etc. Upon request, Grandfather Vineyard & Winery will provide a list of preferred vendors. You may contract with any caterer or provide your own food. If a caterer has not previously done an event at the winery, Grandfather Vineyard & Winery would like the caterer to meet with the winery staff prior to the event to become familiar with the facility. Your caterer must provide proof of current liability insurance coverage, including a policy renewal date. The caterer’s setup and cleanup time must be agreed upon in advance with the on-site manager. Your caterer is responsible for ALL setup and cleanup associated with the event. It is the responsibility of the caterer to bus tables during the event, including glassware. It is the Lessee’s responsibility to notify the caterer of the regulations laid out in this contract. Initial _____

Wine and Beer Service: All wine must be purchased through Grandfather Vineyard & Winery with the exception of Sparkling Wine or Champagne for the toast. Grandfather Vineyard & Winery requires a minimum of one case of wine purchased, with all wine purchases being discounted 20%. However, if a cash bar is desired, standard winery prices will apply. You may have beer at your event, but the Lessee is responsible for purchasing the beer and dropping it off at the event the morning of. Kegs are allowed. In addition, all clean-up of bottles, glasses and cans must be done by the Lessee. No hard liquor is allowed on the premises unless prior authorization has been permitted. There is no corkage fee for Champagne if the catering staff opens and serves. Grandfather Vineyard will provide sufficient staff service to handle bar service; tableside service should be handled by your caterer. No one under the age of 21 will be permitted to consume any alcoholic beverage of any kind. Grandfather Vineyard & Winery and its employees reserves the right to I.D. anyone and refuse service to anyone they feel is intoxicated. Any beverage not pre-authorized will be confiscated. Initial _____

Wines for Event

Wines to be served	# of Bottles	Price	Less 20% Discount	Total
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$

Total Wine Fee \$ _____

Parking: Grandfather Vineyard & Winery has limited parking and therefore recommends the use of carpooling and/or a shuttle service. It is the responsibility of the wedding party to make sure that parking is managed and all vehicles are in appropriate places. Upon request, Grandfather Vineyard & Winery will provide valet parking at \$20 per hour per employee. Initial _____

Restrooms: Grandfather Vineyard & Winery has one single person bathroom inside the tasting room. This bathroom will be reserved for the wedding party only during the duration of the event. There is also one single person port-a-john located outside which will be available to all guests. Grandfather Vineyard & Winery requires the Lessee to rent an additional port-a-john for the day of the event. Preceding the event, our staff will ensure that the restrooms have been cleaned and are stocked with toilet paper, paper towels and soap. During the event the on-site manager will maintain the cleanliness of the restrooms. Grandfather Vineyard & Winery will not be held liable for clogged toilets or other plumbing issues that occur over the course of the event. A \$100 cleaning fee will be billed for clogged toilets, vomiting or other plumbing issues during the course of your event. Initial _____

Rental Items: Grandfather Vineyard & Winery does not provide tents, chairs, tables etc. It is the Lessee's responsibility to contact the rental company separately to coordinate the delivery of such rental items. In most cases, the rental company will deliver the items two days prior to the event and pick up the rental items the following business day after the event. Grandfather Vineyard & Winery is not responsible for any lost or damaged rental items during the event. Initial _____

Decorations and thrown items: Please let us know prior to your event what decorations or displays will be used and how they will be set up. We wish to verify that all items are safe and will not damage the structure or surfaces of the property. Any throw items must be biodegradable, safe for animals and humans or completely cleaned up. Initial _____

Grandfather Vineyard & Winery Responsibilities: Grandfather Vineyard & Winery will have one on-site manager to oversee the event and safety, cleanliness, enforce policies and as a property resource.

The responsible party agrees to indemnify and hold harmless Grandfather Vineyard & Winery, LLC from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by Grandfather Vineyard & Winery as a result of any claims or suits that Grandfather Vineyard & Winery (or any claiming by, under or through Grandfather Vineyard & Winery) may bring against Grandfather Vineyard & Winery to recover any losses, liabilities, costs, damages, or expenses which arise during or as a result of the Responsible Party's event regardless of whether or not caused in whole or in part by the negligence or other fault of Grandfather Vineyard & Winery.

I have carefully read and do understand the Event Agreement and Rules including the Hold Harmless and Indemnification portion. Any additions, deletions or revisions must be made in writing and approved by both parties. This Agreement & Rules document intends to reserve the event date and space for the Responsible Party.

Responsible Party Print Name: _____

Responsible Party Signature: _____ Date: _____

Grandfather Vineyard & Winery Print Name: _____

Signature: _____ Date: _____



Event Payment Breakdown

Venue Fee:	\$ _____
Refreshment Fee:	\$ _____
Staffing Fee:	\$ _____
Wines to be served: (to be collected night of event)	\$ _____
Surcharge of using Credit Card (5%):	\$ _____
Tax (6.75%):	\$ _____
Grand Total:	\$ _____
50% Deposit Due at Signing:	\$ _____
Balance Due (2 weeks prior to Event):	\$ _____

Terms of Agreement

In order for this contract to be valid, all three signature locations provided below on this page must be signed and dated by authorized personnel from Grandfather Vineyard & Winery, Event Coordinator, and the Responsible Party. A 50% deposit is required at signing. Grandfather Vineyard & Winery will not guarantee the specific date until the 50% deposit specified above has been received (if Responsible Party pays with a check, the check must clear before contract is valid). This contract cannot be altered or changed unless agreed upon in writing with all parties. If cancellation of this agreement occurs the 50% deposit will be forfeited.

This agreement should be signed and returned along with the associated 50% deposit within 30 days of the above date. Failure to do so may cause this agreement to become null and void and result in the loss of requested event date.

Grandfather Vineyard & Winery by: _____ Date: _____

Responsible Party by: _____ Date: _____

Event Coordinator by: _____ Date: _____



List of Vendors

Bride & Groom, Full Names: _____

Date of Event(s): _____

Vendors:

Caterer: _____

Floral Design: _____

Photographer: _____

DJ/Musician: _____

Cake: _____

Shuttle Service: _____

Hair & Make-up: _____

Rental Company: _____

Wedding Coordinator: _____

Gown: _____

Rehearsal Dinner: _____