

# Owen Valley Winery

## Event Contract Form

<b>Event Name:</b>	<b>Event Date:</b>
<b>Event Description:</b>	<b>Event Time:</b>
	<b>Contact Name:</b>
<b>Contact Address:</b>	<b>Contact Phone:</b>
	<b>Contact Email:</b>

NOTE: Your date is not held until your *deposit* is made.

NOTE: No refund of rental costs, less than 3 months prior to event.

NOTE: We highly recommend renting tents, space heaters, and obtain event insurance.

<b>Your total cost of event:</b>	<b>\$0.00</b>
<b>Total Rental Cost Deposit+Damage Deposit (Due at time of booking)</b>	<b>\$0.00</b>

### ***Deposit Requirements***

Half of the *Total Rental Cost* + All of the *Damage Deposit*

### ***Damage Deposit***

<b>Your Damage Deposit is:</b>	<b>\$0.00</b>
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You are responsible for each and every person that attends your event. If you do not want to be responsible for their actions ask us to remove them.

This damage deposit is not limited to that cash amount. You are responsible for any and all damages beyond this amount.

If no damage occurs, you will receive your deposit back in two weeks after the event.

### ***Cancellation Policy***

More than 3 months out: %50 (Fifty) of your *Total Rental Costs Deposit* + All of your *Damage Deposit*.

Less than 3 months out: %0 (Zero) of your *Total Rental Costs Deposit* + All of your *Damage Deposit*.

### ***Rental Details***

<b>Item</b>	<b>Cost</b>

<b>Item</b>	<b>Cost</b>

<b>Your Total Rental Cost is:</b>	<b>\$0.00</b>
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**Taxes**

7% sales tax will be charged on all rental items, food and drink.

**Decorating**

We will work with you to allow plenty of time to decorate for your special occasion. Please be mindful to not use any material that will damage our property. You must not use any nails, tacks, screws, or glue to fasten items to anything. Inside or outside. Any signs placed on our road signs must be removed. ANY remnants will alter the refund of the Security Deposit.

**Conduct**

Owen Valley Winery operates our business with the utmost respect and dignity in the community and its people. We expect this to be enforced throughout your parties duration. Owen Valley Winery has the right to alter this contract if behaviors are unruly and disrespectful.

**Compliance with Law**

This agreement is subject to all Federal State and Local laws, including health and safety codes, alcoholic beverage control laws, disability laws.

**Smoking**

Smoking is only allowed outside the building, 8 feet from any entrance. We request that all cigarette butts be contained in an ashtray and not thrown to the ground. We consider this littering and can alter the refund of the Security Deposit.

**Alcoholic Beverages**

No alcoholic beverages are allowed to be carried in. This is a direct violation of the Alcohol Tobacco Commission of Indiana. Owen Valley Wine is the only alcohol that can be served and consumed on the premises.

**Minors in the Tasting Room**

Minors can only be in the tasting room for going to the restroom, or with a parent. Either way they must remain behind the marked line on the floor around the bar. Please direct all minors to not loiter in the tasting room.

**Automobiles and Personal Property**

Owen Valley Winery LLC or Leaderbrand Vineyards LLC, can not be held responsible for damages to items brought onto the property, like rental tents, chairs, automobiles, and decorations. We highly recommend acquiring event insurance.

**Weather**

Please plan for inclement weather. You want an alternate plan in the event rain happens. Owen Valley Winery can not guarantee weather. will not reschedule the event or refunds if the weather is not to your standard. We highly recommend renting tents, space heaters, and obtain event insurance.

**Setup window of time**

In most cases, you will have the previous day to setup for your event. This is assuming that it does not interfere with normal operations of the winery.

**Example**

You cannot decorate the winery tasting room when open for normal business hours.  
You cannot decorate the vineyard garden or the decks around the winery during normal business hours.

**Hours of Operation**

All festivities, and cleanup must be off the property by 10pm, unless otherwise approved by Anthony Leaderbrand. Staff DOES NOT have the authority to grant a modification to this rule.

**Facilities**

Restroom is not for dressing. Please take advantage of rental of a smaller tent for dressing and bride privacy.

Owen Valley Winery Event Coordinator:

\_\_\_\_\_  
Event Contact Name:

\_\_\_\_\_  
Date:

**Item Rental-Extras**

<b>Item</b>	<b>Includes</b>	<b>Price</b>	<b>Duration</b>	<b>Cost</b>
Bartender	Required for groups in increments of 100+	\$50.00	Hour	\$0.00
Tivoli Tasting Room Back Room Only	The back room will be reserved for your event during business hours.	\$20.00	Day	\$0.00
Tivoli Wine Shop	The entire facility will be reserved for your event during non business hours. (Includes one bartender)	\$50.00	Hour	\$0.00
Port a Potty	Required per group increments of 100+.	\$100.00	Day	\$0.00
Winery	The entire facility will be reserved for your event during non business hours. (Includes one bartender)	\$150.00	Hour	\$0.00
Vineyard Garden	Your group will share the tasting room with the general public, and have the vineyard garden reserved only to your event.	\$100.00	Hour	\$0.00
Coffee	Machine, cups, sugar and sweetener, standard coffee.	\$20.00	Day	\$0.00
Coffee upgrade	Replace standard coffee with higher quality.	\$30.00	Day	\$0.00
Tea	Decanter with sweet and unsweetened tea.	\$20.00	Day	\$0.00
Portable soda cooler.	Electric soda cooler	\$5.00	Day	\$0.00
4 Top Table	Table and 4 padded chairs	\$5.00	Day	\$0.00
2 Top Table	Table and 2 padded chairs	\$3.00	Day	\$0.00
Grill	Large commercial outdoor grill with 2 propane tanks.	\$50.00	Day	\$0.00
Padded chair	One padded metal chair.	\$1.00	Day	\$0.00
Folding table	One folding table	\$7.00	Day	\$0.00
Eating Plates	Burgundy china plates	\$0.25	Day	\$0.00
Can\bottle drink trough	Insulated stainless steel, open top drink trough, and ice.	\$5.00	Day	\$0.00
10'x10' foot Canopy	Open sided canopy tent.	\$15.00	Day	\$0.00
Hot drink decanter	Drink decanter for hot liquids.	\$5.00	Day	\$0.00
Wine glasses	1 wine glass, standard size	\$0.75	Day	\$0.00
Hay Ride	One ½ hour hay ride for 10 people.	\$35.00	Day	\$0.00
Tent	10x20 White	\$35.00	Day	\$0.00
Tent	10x10 White	\$15.00	Day	\$0.00
PA System	Microphone, two speakers, and amplifier.	\$50.00	Day	\$0.00
Projector	Projector that connects to computer	\$50.00	Day	\$0.00
Dog	Begging cute dog named Vino	Free	Day	\$0.00

## **Wine**

### **Serving Size**

One case of wine with 6oz serving in glass, serves 48 people.  
Assuming 750ml bottles, 12 bottles per case.

One case of wine with 4oz serving in glass, serves 72 people.  
Assuming 750ml bottles, 12 bottles per case.

### **Estimated Wine Case Prices**

<b>Wine</b>	<b>Price</b>	<b>Total</b>	<b>15% Case Discount</b>	<b>Total with Tax</b>
Low	\$9.35	\$112.20	\$16.83	\$102.05
High	\$20.56	\$246.72	\$37.01	\$224.39

### **Options for purchasing wine for your guests.**

Full Open Bar  
You pay for all alcohol for your guests.

Full Cash Bar  
Your guests pay for all the alcohol as they order.

Partial Bar  
You pay for certain wine, they pay for other  
You prepay to have bottles of wine on the table for your guests---they pay for all other

### **REMEMBER**

No alcoholic beverages are allowed to be carried in. This is a direct violation of the Alcohol Tobacco Commission of Indiana. Owen Valley Wine is the only alcohol that can be served and consumed on the premises.

### **Please Note**

We partner with local professionals to deliver you the best experience.

#### **Perfect Parties**

<http://www.perfectparties-events.com/>

#### **Event Elements 22**

<http://www.eventelements22.com/>

#### **One World Catering and Events**

<http://oneworldcateringandevents.com/>

### **Interesting Options**

Bridal Party Reserved Drinks

Clayshire Castle Bed and Breakfast

Wedding Vows on Historic Gosport Bridge

Wedding Vows in Historic Tivoli Theatre

Candy Dessert Bar (Nates Candy Jar)

Horsd'oeuvre & Casual Gourmet Sandwiches w/o place settings (The Muffin Top)

Smoked Meats/BBQ w/o place settings (Chambers Catering)

Whole Hog BBQ w/o place settings (Rice Quality Farm Meats)

Elegant live Harpist

## **Pricing Tiers**

We have built 4 optional packages that you can either use as they are, or modify them to suit your needs. We will coordinate the rental of these items, and pass the charges along to you in one bill +5% .

### **Tier 1**

Price based on 100 attendees.

#### **3 Hour Facility Rental**

A specific area of the grounds is allocated for your party.

A dedicated bar for your event.

A dedicated bartender

Sharing of the winery tasting room if another party is present or if open to the public.

#### **30x30 Tent**

Tent large enough to accommodate 90 people or less. This is rented from Perfect Parties. This does not include sides.

#### **12, 60" round tables**

Round tables seating 8 per table. Enough to seat 100 people. These are rented from Perfect Parties.

#### **Chairs**

Chairs enough to seat 100 people. This is rented from Perfect Parties.

Two cases of \$10 per bottle wine

4oz serving size. Serves 100 people.

***\*\*This package does not include a wedding consultant. We recommend discussing options with Events Elements 22.***

**Total Estimated Cost \$2,400.00**

## Tier 2

Price based on 160 attendees.

### 5 Hour Facility Rental

A specific area of the grounds is allocated for your party.

A dedicated bar for your event.

A dedicated bartender

Sharing of the winery tasting room if another party is present or if open to the public.

### One 40x 40 Tent)

Tent large enough to accommodate 160 people. This is rented from Perfect Parties. This does not include sides.

### One Port a Potty

We require one port-a-potty for every 100 people, due to the strain on the septic system. This is rented.

### Gourmet Full Service Meal

All food preparation, service, and settings for 160 people. This is outsourced from One World Catering and Events.

### Chairs

Standard white folding chairs for 160. These are rented from Perfect Parties.

### 20 60" round tables

Round tables seating 8 per table. Enough for 160. These are rented from Perfect Parties.

### Music, Entertainment

Several musicians, and styles to choose from.

### Wedding Consultant

Services Provided by Event Elements 22

Consultation at venue

Wedding Itinerary

Coordination of Ceremony Rehearsal

Ceremony & Reception Set-up Supervision

Ceremony & Reception Coordination

### Wine

Three cases of \$10 per bottle wine with 4oz serving in glass. Serves 150 people.

**\*\*Wedding Consultant by Event Elements 22 Required.**

**\*\*Cost of candles, flowers, and other décor items used to supplement complimentary Event Elements 22 décor rentals not included.**

**Total Estimated Cost \$8,010.00**

### **Tier 3**

Price based on 200 attendees

#### **5 Hour Facility Rental**

A specific area of the grounds is allocated for your party.

A dedicated bar for your event.

A dedicated bartender

Sharing of the winery tasting room if another party is present or if open to the public.

#### **One 40x 60 Tent**

Tent large enough to accommodate 200 people. This is rented from Perfect Parties. This does not include sides.

#### **One 10x 10 Tent**

This includes sides and table with chairs and mirror intended for bride use. This is rented from Perfect Parties.

#### **Two Port a Potty**

We require one port-a-potty for every 100 people, due to the strain on the septic system. This is rented.

#### **25 Tables – 60” round**

Round tables seating 8 per table. Enough for 200. These are rented from Perfect Parties.

#### **Chairs**

Standard white folding chairs for 200. These are rented from Perfect Parties.

#### **Gourmet Full Service Meal**

All food preparation, service, and settings for 200 people. This is outsourced from One World Catering and Events.

#### **Music, Two piece band**

Several musicians, and styles to choose from.

#### **Wedding Consultant**

Services Provided by Event Elements 22

2 face to face consultations, one being at venue

Wedding Itinerary

Coordination of Ceremony Rehearsal

On site refreshment bar for bridal party

Ceremony & Reception Set-up

Ceremony & Reception Coordination

Ceremony & Reception Clean Up

Transportation of Gifts & select items from wedding to specified location post reception

#### **Wine**

Four cases of \$10 per bottle wine with 4oz serving in glass. Serves 200 people.

**\*\*Wedding Consultant by Event Elements 22 Required.**

**\*\*Cost of candles, flowers, and other décor items used to supplement complimentary Event Elements 22 décor rentals not included.**

**Total Estimated Cost \$10,400.00**

#### **Tier 4**

Price based on 400 attendees

##### **6 Hour Facility Rental**

A specific area of the grounds is allocated for your party.

A dedicated bar for your event.

A dedicated bartender

Sharing of the winery tasting room if another party is present or if open to the public.

##### **2- 40x 60 Tents**

Tent large enough to accommodate 400 people. This is rented from Perfect Parties. This does not include sides.

##### **Gourmet Full Service Meal**

All food preparation, service, and settings for 400 people. This is outsourced from One World Catering and Events.

##### **One 10x 10 Tent**

This includes sides and table with chairs and mirror intended for bride use. This is rented from Perfect Parties.

##### **Four Port a Potty**

We require one port-a-potty for every 100 people, due to the strain on the septic system. This is rented.

##### **50 Tables – 60” round**

Round tables seating 8 per table. Enough for 400. These are rented from Perfect Parties.

##### **Chairs**

Standard white folding chairs for 400. These are rented from Perfect Parties.

##### **Music, Two piece band**

Several musicians, and styles to choose from.

##### **Wedding Consultant**

Services Provided by Event Elements 22

3 face to face consultations, one being at venue

Event Design Schematic

Complimentary access to Event Elements 22 table décor rentals

Wedding Itinerary

Coordination of Ceremony Rehearsal

On site refreshment bar for bridal party

Ceremony & Reception Set-up

Ceremony & Reception Coordination

Ceremony & Reception Clean Up

Transportation of Gifts & select items from wedding to specified location post reception

**\*\*Wedding Consultant by Event Elements 22 Required.**

**\*\*Cost of candles, flowers, and other décor items used to supplement complimentary Event Elements 22 décor rentals not included.**

**Total Estimated Cost \$16,000.00**