



Covered Bridges Winery Special Events Agreement

General Information

The Covered Bridges Winery facility is available for rent during the times specified in the Private Event Rental Price Sheet. The tasting room will accommodate up to 72 people for a seated dinner or 90 people for a cocktail-style reception. Rental includes the use of the outdoor patio with additional seating for 60. Attendance size can be increased with the rental of the outdoor space. The upstairs conference room and production room are available at additional cost. The rental fee is specified in the Private Event Rental Price Sheet.

Inclusions

Initialed _____

- Tasting Room
- Patio
- Wireless internet
- Wine glasses and pint beer glasses
- Bartenders for wine/beer
- Set-up of chairs and tables before the event
- Reset of chairs and tables after the event
- Event coordinator to assist with planning and day-of needs

Set up

Initialed _____

Party may gain access to the winery for setup 2 business hours prior to the start of the event. A date and time for decorating must be predetermined. No tape, staples, tacks, nails, or other potentially damaging adhesives may be used on walls or floors. Floor plan must be provided at least one week prior to event and be approved by Covered Bridges Winery. Table and chairs will be set up accordingly.

Available items include:

- 13 – 36” square tables (seat 4 people)
- 52 – Black, padded chairs
- 5 – 36” square bar height tables
- 20 – Black, padded bar stools
- 30 – White plastic folding chairs
- 15 – outdoor patio tables
- 60 – patio chairs
- 6 – 6’ long plastic tables
- 2 – 8’ long tables for serving
- 1 – 4’ plastic table

Decorating

Initialed _____

Decorating must be performed during the rental agreement times agreed upon. No decorations are allowed that leave any kind of residue; this includes confetti, glitter, silly string, tacks, staples, tape or other items inside or outside Covered Bridges Winery. Helium balloons are not allowed. Only battery powered candles are allowed. No water gel beads for floral arrangements/vases. No gum or small candy is allowed to be scattered on tables as decorations. All decorations must be removed at the end of the event. Anything hung from the ceiling must be done by an insured decorator.

Food

Initialed _____

Caterers must be approved by Covered Bridges Winery. Caterer is responsible for:

- Providing table service including plates, silverware, and glassware (excluding wine and beer glasses)
- Setting up, serving, replenishing, and clearing food.
- Clearing plates, silverware, glasses and trash.
- Cleaning kitchen, tables and other areas used by caterer.
- Removing all garbage to dumpster.

At least two weeks prior to the event caterer must provide proper food permits as well as proof of insurance. It is strongly suggested they visit our facility prior to the event. The caterer may use the catering kitchen, including refrigerator, for prepping the food. No barbeque grills may be used on the premises unless enclosed in caterer’s vehicle/trailer. Caterer must provide their own ice. Food scraps cannot be disposed of using the garbage disposal.

Music and Entertainment

Initialed _____

All musicians and/or DJs must cease playing 45 minutes prior to the conclusion of the event to allow time for entertainers to dismantle their equipment and be off the premise by the scheduled end of the event. Bubble machines, fog machines, dance wax, or any other compound or substances spread on the floor are not allowed.

Wine and Beer

Initialed _____

All wine and beer must be purchased through Covered Bridges Winery and will be served by the winery staff. Alcohol will not be served 30 minutes prior to the conclusion of the event. Wine and beer are charged at our on-site prices. Special requests for beer including kegs or brand names may be arranged prior to the event and must be purchased through Covered Bridges Winery. No outside alcohol may be brought onto the premises; if any is found, it will be confiscated.

Additional Information

Initialed _____

- Covered Bridges Winery is a smoke-free facility; smoking allowed outside only.
- No sparklers, bottle rockets, sky lanterns, fire crackers or any other fireworks are allowed.
- Absolutely no weapons or firearms are allowed on Covered Bridges Winery property.
- Children must be supervised at all times.
- The tasting room will remain open during regular business hours.
- A Covered Bridges Winery representative will be present at all functions.
- Linens may be rented through Covered Bridges Winery, or brought in by the party or through the caterer. If the party or caterer brings in linens, they are responsible for removing them at the end of the event.
- A service charge of 18% on beverages served will be added to the final bill.

Deposit and Payment

To confirm the date of your event, a 50% deposit is required along with this signed contract. The deposit will go toward your final bill. **THE DEPOSIT AND ANY PAYMENTS MADE ARE NOT REFUNDABLE UPON CANCELLATION OF THE EVENT.** The full payment of the rental fee is due before the date of your event. **A CREDIT CARD NUMBER IS REQUIRED ON FILE FOR ANY ADDITIONAL CHARGES THAT MAY OCCUR.** A fee of \$6 per glass will be charged if wine or beer glasses are broken or missing. Covered Bridges Winery cannot and will not be responsible for acts of God, inclement weather or the parties' change of plans. Additional charges will be assessed for every hour or portion thereof past contracted limit (this includes all hosts, guests, caterers, and entertainment). For your protection, all guests should be notified of these hours. Additional fees may be assessed for extra cleaning.

General

BY LAW, NO ONE UNDER 21 YEARS OF AGE MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES.

The management may ask guests for identification to verify age. Covered Bridges Winery reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The party renting the facility shall ensure that no underage drinking is allowed.

Renter is responsible for the actions of their guests.

Additional fees may be assessed for any damage or loss incurred by Covered Bridges Winery as a result of this rental including but not limited to drywall, glass, furniture, fixtures, artwork, or decorations.

Covered Bridges Winery is unable to assume responsibility for damage or loss of any merchandise or articles left on premise before, during, or after your event.

Covered Bridges Winery personnel have the authority to contact law enforcement officials, if necessary, to protect Covered Bridges Winery property and our staff.

Covered Bridges Winery shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the Renter, or any of the Renter's guests, invitees, employees, or other agents from any accident or casualty occasioned by the failure of the Renter to maintain the premises in a safe condition or arising from any other cause. The Renter, as a material part of the consideration of this Agreement, hereby waives on its behalf all claims and demands against Covered Bridges Winery for any such loss, damage, or injury of the Renter, and hereby agrees to protect, defend, indemnify and hold harmless Covered Bridges Winery and its owners, officers, directors, employees and agents from all liability for such loss, damage or injury to other persons, and from all costs and expenses arising therefrom, including but not limited to reasonable attorney fees.

The term of the agreement begins when the first guest arrives on the property and concludes when the last person leaves the property.

Hold Harmless and Indemnification

Covered Bridges Winery shall not be liable for any claim, loss, injury, damage or expense, either with respect to person or property, sustained by you, or by any of your employees, agents, invitees and guests due to your use of the facilities, or arising out of the use, operation or condition of any equipment, machines or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees or guests of yours. It is agreed and understood that you hereby expressly release and discharge Covered Bridges Winery and its owners, officers, employees and agents from any and all demands, claims and actions arising out of any such causes. Moreover, it is agreed and understood that you shall defend, indemnify and hold harmless Covered Bridges Winery and its officers, directors, employees and agents from and against any and all claims, demands, actions, losses, costs, damages and expenses (including, without limitation, reasonable attorney's fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon or about the facilities due directly or indirectly to your use of the facilities. This obligation of yours to protect, indemnify and hold harmless Covered Bridges Winery shall include the obligation to pay all reasonable expenses incurred by Covered Bridges Winery in defending any such claims, including reasonable attorney's fees.

Covered Bridges Winery reserves the right to change the conditions of, or cancel, this agreement up to 60 days prior to rental. All deposits and payments will be returned in the event Covered Bridges Winery cancels the event.

I, _____ (Renter's name) have read and agree to all terms in this contract.

Covered Bridges Winery Events Agreement Form

Date of Event:	Type of Event: Wedding, Rehearsal Dinner, Private Party, Other <small>Circle One</small>	
Number of Guests:	Hours of Event:	Hours of Rental:
Company / Group Name:		
Contact Name:		Phone
Address:		
City/State/Zip:		
Email:		
Facility Rental Fee:	Deposit Paid:	
Renter's Signature:		
Accepted by: Covered Bridges Winery		Date:

Covered Bridges Winery Rental Checklist

Return to Covered Bridges Winery no less than 2 weeks prior to event

Date of Event:	Type of Event:	
Number of Guests:	Hours of Event:	Hours of Rental:
Company / Group Name:		
Contact Name:	Phone	
Email:		

Caterer Name:	
Caterer Contact Name	Phone

Decorator Name:	
Decorator Contact Name	Phone

Room Setup (Select 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Custom Provide Sketch
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Tables of 4		U-Shaped	Tables of 8	2 Rows	

Date and Time for Decorating:

Specific Beer Request – Brand:			# of Cases:
Kegs: (Based on Availability)	1/6 BBL (~5 Gal)	¼ BBL (~8 Gal)	½ BBL (~15 Gal)

A quote will be provided for specific beer requests based on the availability through our distributors.
 Beer can be purchased in case/keg quantity only. Keg beer can only be consumed on premise.

Covered Bridges Private Event Rental Price Sheet

Select	Description	Rate
	Tasting Room Rental <ul style="list-style-type: none"> • 6PM -11PM Monday to Saturday • Includes use of the Catering kitchen 4PM to 11PM • Includes use of the production room for setup from 4PM to 11PM • Includes use of the patio on the east side of the tasting room 6PM to 11PM • Additional Hours 	\$600.00 \$100.00 per hour
	Upstairs Conference Room Rental <ul style="list-style-type: none"> • 12PM – 5PM during business hours -or- • 4PM – 11PM in conjunction with tasting room rental • Additional hours 	\$200.00 \$50.00 per hour
	Additional use of the Kitchen and/or Production Room as part of another rental <ul style="list-style-type: none"> • Kitchen <u>or</u> Production Room additional hours • Kitchen <u>and</u> Production Room additional hours 	\$50.00 per hour \$75.00 per hour
	Outdoor Space West of the Tasting Room <ul style="list-style-type: none"> • 10AM – 11PM • Includes Tasting Room from 6PM – 11PM 	\$1,200.00
	Additional Staff per hour	\$50.00
	Black table covers	\$3.00 each, small \$5.00 each, large

A 50% deposit is required to guarantee event date.

The full payment of the rental fee is due on or before the date of your event.

Any additional fees will be charged to the credit card on file. A receipt will be sent to the email address in the Covered Bridges Winery Events Agreement Form.

W I N E R Y

Credit Card Authorization Form

PLEASE PRINT OUT AND COMPLETE THIS AUTHORIZATION AND RETURN TO US.
All information will remain confidential.

Cardholder Name: _____

Billing Address _____

Credit Card Type VISA Mastercard Discover American Express

Credit Card Number _____

Expiration Date _____

CVV (3 digits located on the back of the credit card) _____

Amount to Charge: \$ _____ (USD)

I authorize Covered Bridges Winery to charge the agreed amount listed above to my credit card provided herein. I agree that I will pay for this purchase in accordance with the issuing bank cardholder agreement.

Cardholder – Print Name, Sign, and Date Below:

Signed: _____

Name: _____

Dated: _____

Email Address: _____