

# **WOODEN SHOE VINEYARDS**

## **RENTAL AGREEMENT**

Phone: 503-634-2243 or Email: office@woodenshoe.com

*Renting the Tasting Room 2018*

**Name of Renter:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Group or Organization:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Best way to Contact:** \_\_\_\_\_

**Rental Date:** \_\_\_\_\_ **Expected Guests:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_ **Time of Setup:** \_\_\_\_\_

### **Reservations:**

To put a hold on a date, a **deposit of \$100** must be paid. \$50 of this amount is non-refundable; and is applied to the total cost of renting the facility. The other \$50 of this amount will be held as a cleanup, damage deposit which will be refunded 2 weeks after the event if there is no extra costs or cleanup needed to the property or tasting room.

**Deposit Paid:** \_\_\_\_\_ **Deposit Received Date:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

### **Payment**

The vineyards tasting room price is \$350 for the room as is. If you or your guests purchase beer or wine up to \$300 will be subtracted from the venue price. A card will be kept on file and the final payment minus any alcohol purchases, up to \$300, will be charged at the end of the event or the next day.

Price is based on rental hours Monday-Friday for 5 hours between the hours of 8am-11pm. On Saturdays and Sundays rental hours begin after 5pm, after our daily summer hours, if a private event is required.

Rental days may not be available during the months of March and April due to yearly festival.

### **Set-up and Clean-up**

You and your vendors are responsible for your own clean-up of food items, and any decorations brought onsite. All garbage will need to be placed in garbage bags provided. Please make sure all your belongings are set up and cleaned up within your rented hours. If more time is needed beyond your rented hours, overtime and clean-up charges may apply.

Any additional set up and clean-up of items brought by you, your guests, or vendors left on grounds after your event will be charged at \$15.00 per hour. Minimum charge is one hour.

If damages or repairs arise from your event, it will be deducted from your \$50 refundable deposit. If damages or extra clean-up exceed your \$50 deposit you will be billed for the difference.

## Vendors

We allow you to choose any caterer, DJ, Band or decorator for your event. We do have onsite speakers and slide show ability. To use the computer capabilities and slide show it must be presented on a USB stick.

## Beverages/Alcohol

All Beer and Wine must be purchased through Wooden Shoe Vineyards. No outside wine, beer, hard alcohol or distilled spirits are allowed on the premises including the garden, parking lots or office areas. Alcohol must be accompanied by sufficient food and non-alcohol beverages.

An OLCC server will be provided by Wooden Shoe Vineyards as part of the rental package. If an additional server is required, the renter will be required to pay an additional \$100 for the additional server for 5 hours.

Wooden Shoe Vineyards reserves the right to end alcohol service and/or the event at any time if our staff feels that behavior and/or alcohol consumption is getting out of control or dangerous.

If you would like to purchase non-alcoholic beverages from Wooden Shoe Vineyards we have a select number of options including bottled water, pump pot coffee, hot tea and a select number of soda cans. Can sell them individually or at wholesale cost. Must be discussed ahead of time for wholesale prices.

I have read and understand the alcohol policy: \_\_\_\_\_

Please select the way you would like us to serve your alcohol:

- ☐ **No Host Bar** – Individuals will purchase their own alcohol from the bar.
- ☐ **Pre-purchased Alcohol**- The host of the event will purchase alcohol ahead of time to be served during the event until it is used up.
- ☐ **Host Open Tab** – The host will leave a credit card number and will keep an open tab on the alcohol purchased and will pay the amount after the event.
- ☐ **No Alcohol Served** – Wooden Shoe Vineyards will not serve alcohol at your event but if individuals want to purchase bottles to take home we reserve the right to allow guests to purchase for later.

## Certificate of liability insurance

The renter is required to purchase event insurance. Please list Wooden Shoe Bulb Company Inc. & Wooden Shoe Vineyards as additional insured for the date of your event. This is a one-day, special event rider for bodily injury & property damage in the amount of \$1,000,000.00 in personal liability. Renters are liable for damages to the grounds & property rented from Wooden Shoe Vineyards. A copy of the renter insurance is to be emailed or given to your onsite liaison before the day of the event.

The renter also agrees to indemnify and hold harmless Wooden Shoe Vineyards, its owners, employees and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said owners, employees or affiliates.

Wooden Shoe Vineyards and its staff will not be held responsible for lost, stolen or forgotten articles.

## Decorations

Feel free to enhance your event with your choice of decorations and linens. Duct tape, nails, glue or any other intrusive methods of attaching things are prohibited. If you use of confetti, glitter, or wrapped candies be sure to make sure they are all picked up and cleaned before you leave.

Any decorations that you put up must be removed and taken with you within your rented hours.

## Refrigeration

An onsite walk-in cooler is available for use during your event. Kitchen rental available for additional cost.

## Tables & Set-Up

The Wooden Shoe Vineyards Tasting room rental comes as is with the daily tiled tables and chairs included. When you come and set-up your group can move or keep as is. If tables are moved, you are responsible for making sure they get put back in their original spot as part of your cleanup.

Other set-up options available at an a-la-cart price; setup included:

- White cushion folding chairs: \$2 per chair (350 total available)
- 5ft round or 8ft rectangle tables: \$15 per table (40- 5ft round, 20- 8ft rectangle available)
- 4 ft. rectangle tables: \$8 per table (4 total available)

**Lessee Signature and Date** \_\_\_\_\_

**By signing this document, you are agreeing to the terms stated above.**

**Lessor Signature and Date** \_\_\_\_\_

<u>Description</u>	<u>Price</u>	<u>Total Needed</u>	<u>Discounts</u>	<u>Total Price</u>
<b>Base Venue Price</b>				
Cleaning Deposit	\$50			
Reservation Deposit	\$50			
60" Round Table (5 ft.)	\$15			
48" * 24" Rectangle Tables (4ft*2ft)	\$8			
96" * 24" Rectangle tables (8ft*2ft)	\$15			
White, padded folding chairs	\$2			
	Subtotal			
	Total			

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