

Wooden Shoe Vineyards Tasting Room Rental Agreement 2021

wine@woodenshoe.com
503-634-2243

Name of Renter(s): _____

Group or Organization: _____

Email: _____ **Phone:** _____

Address: _____

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 and the Rental Agreement must be signed and completed to the best of your ability. The deposit is included in the base price.

Deposit Paid: _____ **Deposit Received Date:** _____ **Received By:** _____

Payment and Prices:

Our rustic farm room is ideal for sit down events of 80 or smaller. Available all year long except when we are booked for our annual Tulip Festival. Availability excludes some holidays.

Base pricing for groups of 80 is from \$450 and include:

- Large repurposed barn beam bar table
- The hours of 4pm-11pm including set-up and clean-up
- Television or USB slide show ability
- 80 white chairs
- (12) 5ft round tables or (15) 8ft rectangle tables
- OLCC server and facility liaison

I have read and understand the Base Pricing: _____

Additional Items Available:

- Kitchen: Ask about Kitchen rental use, \$20 per hour
- Alcohol Service Options, see below
- (8) white chairs and (1) 5ft round table for \$25
- Parties of more than 80 require the use of our 20x40 outdoor tent for \$200 at a maximum of 120 guests and an additional \$100 for the OLCC server
- Ask about our linen colors and availability for \$5 each

- If you need more than the hours provided, we can close the Tasting Room for an additional \$60 an hour

I have read and understand the Additional Pricing: _____

Beverages and Alcohol:

There is no minimum alcohol purchase required, but if you want to serve beer, wine, or cider at your event, it must be purchased and served through our onsite vineyard and tasting room, Wooden Shoe Vineyards. No outside alcohol of any kind is allowed on the premises including the garden, parking lots, or tasting room. If you or your guests are found with any outside alcohol, it will be grounds for shutting down the event. A 3 tap kegerator is included with the purchase of beer or cider.

Alcohol consumption ends at 10:00PM and must be served by one of our OLCC licensed servers with sufficient food and non-alcoholic beverages for the duration of your event. Your group is responsible for providing non-alcoholic beverages and food. 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.

Ask our tasting room liaison about setting up your free wine tasting or getting a complete list of current wines, beers, and ciders, available. If you are purchasing alcohol, we will provide plastic glasses for service.

I have read and understand the Alcohol Policy: _____

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

- **No Host Bar:** Guests 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. Up to \$350 in alcohol can be used towards your venue cost.
- **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. Up to \$350 can be used towards your venue cost.

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 guest, or vendors left on grounds after your event will be charged \$60.00 per hour. Minimum charge is one hour.

I have read and understand the Set-up and Clean-up Policy: _____

Vendors:

We allow you to choose any caterer, DJ, Band or decorator for your event. We have slide show ability if it is presented on a USB stick. Due to county ordinance, music must be turned off by 10pm.

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 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:

We offer limited refrigeration and freezer space available for the day of your event.

By signing this document, you understand and agree to the above terms.

Payment Method: _____

Signature and Date: _____

Item	Price	Amount	Total
Base Price for 80 Guests	\$350		
Deposit	\$100		
8 Chairs and 1 Table	\$25		
20x40 Tent and Server	\$300		
Linen	\$5		
Kitchen Rental	\$20/hour		
		Total:	

We look forward to hosting your event with you! If you have any questions, please email events@woodenshoe.com or call 503-634-2243

Wooden Shoe Vineyards
 33814 S. Meridian Rd.
 Woodburn, OR 97071