

Hope Vineyards

Guidelines for Weddings, Receptions and Special Events

Contract & Deposit:

A signed contract and 50% non-fundable deposit is due upon booking the event. The final payment is due **no later** than fourteen (**14**) days prior to the date of your function. If the total due is not paid by the 14 days a 10% surcharge will be applied DAILY.

Payments:

Payment may be made by check, cash, credit card or certified funds. Hope Vineyards accepts Visa, MasterCard and American Express. **A 4% handling fee applies with all credit card payments.** Sales tax is added unless tax exempt. A tax exemption form must be submitted to us no later than three (3) months prior to your event. A returned check fee of \$45.00 will be charged per returned check.. If a check is returned, another form of payment must be used to cover it, plus all future payments.

Cancellations:

Cancellation of the facility rental for any reason, other than an act of nature or public calamity, shall not relieve the Lessee from obligation for the full rental agreement. The 50% initial deposit is non-refundable. Hope Vineyards reserves the right to bring an event to a close for the following reasons, but not limited to:

1. Fighting or any other unruly behavior
2. Any activity that threatens the safety of guests

Building Access & Deliveries:

All vendors must provide appropriate dollies, hand trucks or other moving equipment for the setup and removal of supplies and equipment. Hope Vineyards is not responsible for the safekeeping of any equipment that is left unattended during the day or overnight.

Arrangements regarding access for deliveries, additional setup and removal of equipment, decorations, floral arrangements and all other deliveries must be coordinated with Hope Vineyards.

Arrivals, Departures and Rehearsals:

Lessee will be allowed to remain on the property from 6:00 am until midnight of the designated date.

Rehearsals are subject to availability. Most rehearsals are held on Friday evenings. Should an event be booked on the day before your event, other arrangements for a rehearsal date shall be made.

Event Duration/Extra Hours:

The rental of the facility is for 12 hours. If you exceed the allotted time for your ceremony/reception, Hope Vineyards reserves the right to charge your credit card on file @ a rate of \$100 per hour.

Damage Deposit:

The Lessee will provide Hope Vineyards with credit card information in the event damages or extra cleaning is required on the premises, including, but not limited to the facility, bathrooms, furniture, decorations, outside areas, including landscaping and the cost to repair such damages. This includes bagging of all garbage and placed in the designated spot. You will be required to supply the credit card information **with** the contract. You will be notified in writing about any damages or extra cleaning (if required) incurred during your event. Lessee agrees to allow Hope Vineyards to charge these outstanding items to the credit card. The responsible party (to be identified at the signing of the contract), will be held liable for any and all damages to Hope Vineyards and its property caused by the guests, the wedding party, family members or vendors during the use of Hope Vineyards. If the facility is left in same condition as found, no charges will be incurred on the credit card.

Contract for Hope Vineyards Event Rental

I hereby agree to lease Hope Vineyards on _____ for the amount below. Sales tax of 9.25% will be added.

- Facility (Includes Ceremony, rehearsal) - \$1,400.00
- Facility – For Rehearsal Dinner - \$700.00
- Vineyard only - \$600
- Porta Potty - \$100 each
- Tables/Chairs/Décor (see list) There is a \$50 charge if tables/chairs are brought in from another source.

The Lessee is totally responsible for fulfillment of this contract and understands that any damage to the premises, failure to vacate the facility within the appointed time, extra cleaning, cancellation of a booking prior to the schedule event, or any other violation of the guidelines may result in additional charges, including, but not limited to, legal fees to recover damages.

Lessee is also responsible for all items brought into Hope Vineyards and will indemnify and hold Hope Vineyards harmless for any power outages, equipment failures, poor weather conditions or any act of God resulting in, but not limited to, the destruction of the building and property.

Lessee agrees to hold Hope Vineyards harmless and indemnify it from any claims for injuries or any other types of claims or demands from any person or entity.

The Lessee has read a copy of the guidelines for facility rental and assumes full responsibility for seeing that all family members, guests and vendors adhere to those guidelines.

All terms set forth under “Guidelines for Weddings, Receptions and Special Events” above are adapted herein.

Signed this _____ day of _____ 20_____

Lessee: _____

Phone: _____ Email: _____

Hope Vineyards Representative: _____

**Hope Vineyards
Deposit Record & Credit Card Guarantee**

Event Name: _____

Event Date: _____

Amount of Deposit: _____

Date of Deposit: _____

****PLEASE MAKE SURE THIS IS FILLED OUT COMPLETELY****

Credit Card #: _____

Expiration Date: _____

Code: _____

Zip Code: _____

Signature as it appears on Credit Card of Responsible Party:

** The credit card number will be charged for the full amount owed (we add 4% for all credit card charges):

- 1) If the entire amount due has not been paid (14) fourteen days prior to the event.

Hope Vineyards

Alcohol and Release of Liability Form

Hope Vineyards does not sell or serve alcoholic beverages. We will allow you and your guests to bring in alcohol, under the circumstances, that Hope Vineyards will not be held accountable for any injuries sustained by either you or any of your guests while under the influence of alcohol. Also, we do not allow any underage drinking or offensive behavior while on the premises of Hope Vineyards. By signing below, you agree that you will be held accountable for any and all injuries sustained here at Hope Vineyards and that you participate at your own risk. If we see or suspect any underage drinking is occurring, you and your party will be asked to leave immediately. Due to excess amounts of sweat and water, ALL kegs (inside building) must be kept cold in Kegorator or something similar. If not, then keg must be kept outside on the patio.

I, _____ acknowledge the above information is true and correct. I understand and accept the terms and conditions, alcohol policy, fees and charges of Hope Vineyards. I waive and release any and all claims whatsoever arising from my participation in Hope Vineyards Events or Services.

Hope Vineyards

REQUIRED CHECK LIST

- All decorations must be removed completely. Including tables and chairs (from another source).
- All garbage must be put in garbage bags and put in the designated place, including any garbage around the outside of the building.
- If any sparklers/confetti/flower petals are used, they must be picked up.
- Any stickers, tape, adhesive strips, etc. should be removed completely.
- If the kitchen was used, all dirty dishes must be washed and returned to original place, countertops wiped down and garbage removed.

You are welcome to use anything out of the refrigerator for emergencies but please replace asap.

We will come in and clean the floors and restrooms. All that we ask is that you leave the building the way it was when you arrived.

When checklist is completed, please sign below:

Signature

Date

Please give this signed checklist to a Hope Vineyards associate.

WE APPRECIATE YOUR BUSINESS AND HOPE TO HAVE YOU BACK!

Thank you for letting us be part of your special event!