

Catharine Valley Winery

Wedding/Reception/Event Details

Wedding Ceremony/Reception/ Event Contract Names:

Ms. _____ and/or

Mr. _____

Month/Date: Day of the Week: _____

Start time: _____ End Time: _____

Rental of Space- Provisions & Site Fees (Check here if desired): Site fees for Weddings:

_____ On-Site Ceremony **only** \$500

_____ On-Site grass area for Reception/Event \$1700*

_____ Additional \$200/Hr if any event hour is during normal business hours (10am-5pm)

_____ Additional \$75/hr for CVW to serve alcoholic beverages

_____ Security deposit for damages and/or unsatisfactory cleanup \$300

* Includes five hours for ceremony and reception

Total site fee \$ _____

Deposit

To confirm and hold a date, a deposit is required, along with a signed copy of this contract.

Wedding ceremony only: \$250 Ceremony and/or reception/ event: \$750

Final Payment

Total outstanding balance and wine selection purchases (if applicable) must be made 10 days prior to the event.

Methods of Payment

For site fees, wines and final payment, Catharine Valley Winery accepts personal checks, credit cards and cash.(MC,VISA,AMEX,DISC).

Please note: If any payment is bounced Catharine Valley Winery charges an additional \$50 at your expense.

Cancellation Policy

There is a \$100 cancellation fee for events cancelled 60 days or more in advance. If cancellation is less than 60 days prior, the original deposit will be retained in full.

Maximum Capacity

Catharine Valley Winery has a total capacity for 350 on-site private guests as coded by the fire marshall.

Event Coordination

Catharine Valley Winery's role in your event is to provide the space and the wine. We are not a full service wedding event facility and our pricing reflects this. Therefore, the responsibility of the organization of services, deliveries of event material, and setup are ultimately in your hands unless otherwise agreed upon. A wedding event coordinator would be suggested.

*If additional planning and help is needed through Catharine Valley there will be an additional cost of \$500.

Facilities

Catharine Valley Winery does not own any tents, chairs, tables, runners, linens, dishes, or glassware and will not be expected to supply any such items. CVW will not be expected to supply any electrical equipment for caterers, bands, etc..

Ceremony Weather Plan

There is no covered area for a wedding ceremony or reception to take place on our grounds. Couples should strongly consider the rental of a tent to provide protection from the elements. There will not be any refunds given for poor weather affecting your event.

Ceremony Rehearsals

Should be requested and scheduled in advance. Generally rehearsals should occur the afternoon or the evening before the event and should not last more than one-two hours.

Music and Entertainment

The renter can either engage a DJ or live music performers for the event. CVW reserves

the right to tell unruly guests, bands or DJ's to keep volume down due to sound ordinances or complaints. If repeated warnings regarding noise are not adhered to and respected, we will retain your security deposit.

Breakage/Property Damage

Guest is responsible for any breakage of supplied items or damage to contents, physical structures or grounds of Catharine Valley Winery.

Security

Catharine Valley Winery will make every effort to contact Guest regarding items left behind. However, CVW is ultimately not responsible for lost or stolen items.

Additional Service Charges

Please note that any changes to contract hours that extend beyond the specified times will be assessed at a rate of \$150 for the first 30 minutes of overtime and \$200 for each additional 30 minutes of overtime billed by the quarter hour. *No exceptions to this rule.*

Outside Providers' Information

We require the use of a professional, licensed caterer. As required by law, in order for your caterer to serve alcohol, he or she must obtain a Caterer's permit from the NY State Liquor Authority. Catharine Valley Winery must have the permit in hand 30 days prior to the event. If the permit is not presented, guests will forfeit the right to hold the event here. The caterer and the renter may hire a professional bartending service if desired and the permit process remains the same.

If Catharine Valley Winery is to provide bartending services, arrangements must be made 30 days in advance for any alcoholic beverages not produced by CVW. Any alcoholic beverage served by CVW must be produced within NYS. CVW cannot serve liquor, as stated in our NY State License.

By signing this contract I understand that all agreed upon charges and any that may occur during the event (additional event hours, broken or damaged property, etc.) are to be payed in full to Catharine Valley Winery and that Catharine Valley Winery reserves the right to terminate a contract due to failure to pay and poor or unsafe use of the property during the event. I also understand that, if for any reason, I must cancel the event there will be an applicable charge and that Catharine Valley Winery is not responsible for any lost or stolen property before or during the time of the event. I understand that Catharine Valley Winery does not offer catering and that I must find alternate options and that all outside providers must have the applicable licensing in order to be on site which must be given to Catharine Valley Winery before the event is officially processed. .

Print names:

Signatures:

Venue Print name:

Venue signature:
