



Munson Bridge Winery

2011 Winery Rental Contract

Event Name: _____
 Host/Hostess: _____ Phone #: _____
 Address: _____ Zip: _____

 Event Date: _____
 Scheduled Time: Start: _____ End: _____ Hours: _____

*Your event time starts when people start to arrive that are part of making your day special. This would mean your guests, photographers, caterers, bands/DJs, etc.

Event Vendors

Event Planner: _____ Phone #: _____
 Photographer: _____ Phone #: _____
 Caterer: _____ Phone #: _____
 Florist: _____ Phone #: _____
 Music: _____ Phone #: _____
 Other: _____ Phone #: _____

*This information must be provided no less than one month prior to your event. We will also need to know their arrival and set-up times. We do not provide any supplies, equipment, tables, chairs, or personnel for these vendors. Your vendors are responsible for taking down and cleaning up all their own equipment, supplies, and garbage.

Guests

Number of Guests: _____ ≤ - 50 _____ 50 - 100 _____ 100 - 150 _____ 150 - 200 _____ 200 - 250

* MBW needs an accurate accounting of the number of guests expected at your event. This helps us determine our staffing levels, services and supplies needed to make sure we can provide you the special day you expect and deserve. If there are over 200 guests a Porta-Potty fee will apply.

Event Planning

* MBW is not your event planner. To ensure you have a wonderful memory of your special day we request that you have an event planner manage and coordinate the various elements of your event.

* MBW works with an independent event planner/coordinator who will be happy to help you with your event needs. They will provide you with prices for linens, chair covers, tents, tables, chairs, decorating, etc. Our web site "Event Rental" link will help you find local businesses that will be happy to make this a special day for you and your guests. MBW is not responsible for services provided by any independent contractors or vendors.

* MBW will not set-up or take-down your event. We require that clean-up and take-down be completed by the close of the following day after your event. In some instances we may require clean-up and take-down to be completed sooner if there is another event planned for the following day.

Payment Schedule

* MBW requires an Event/Security Deposit at the time of booking your event. This amount varies with type of event.

* A Down-Payment of 50% of the estimated charges must be made two months prior to your event date.

Down-Payment Date: _____ **Amount Due:** _____

* Balance of estimated charges must be made ten days prior to your event date.

Balance Payment Date: _____ **Amount Due:** _____

* Final payment for additional fees or charges will be due and payable at the end of the event - we will not bill you.

* Security Deposit will be applied to the final billing.

* If your event is canceled greater than six months prior to the date of your event you will receive a full refund. If it is canceled less than six months in advance the deposit is non-refundable. **NO EXCEPTIONS.**

Beverages

- * There are absolutely no beverage carry-ins of any kind. This includes storing and consuming beverages stored in your car or vehicle.
- * Munson Bridge Wine and Champagne - please ask for availability and pricing.
- * Beer - we will provide your choice subject to availability and pricing. We can provide bottles or we have a 1/2 Barrel Tap Refrigerator available at no charge. There is a 3 Tap Trailer/Cooler available for an additional fee.
- * Soda and Water - we will provide your choice subject to availability and MBW pricing.
- * Coffee - Upon request, we will provide coffee at no charge.
- * We will provide the Licensed Bartenders and wait staff to serve your guests.

NOTE: Our winery license strictly prohibits hard alcohol or liquor of any kind. There will be no beverage carry-ins of any kind. MBW will impose a \$500 fine against your Event/Security Deposit and may ask offending individuals to leave the premises. MBW reserves the right to deny serving alcoholic beverages to any and all guests.

Terms & Conditions

- * Please read our Event General Information and Rental Package guides. All terms & conditions apply to any and all events held at the winery.
- * All events end promptly at 12:00 Midnight - No Exceptions
- * Absolutely NO rice, confetti, silk flowers, or bubbles at the winery. Please use real flower petals or birdseed.
- * Absolutely NO adhesive, tape, nails, screws, etc are allowed to be fastened to any walls, ceilings, or furnishings within any part of the winery without explicit prior approval. You will be responsible for any damages.
- * MBW is not responsible for any food items brought in for your event. This includes and is not limited to lunch, and dinner items, desserts, cakes, or hors d'oeuvres. We do not provide cooler/refrigerator space for your food.
- * Absolutely no animals are allowed on the premises anywhere at anytime except for approved service animals.
- * Smoking is allowed in designated **OUTDOOR AREAS ONLY**. Please use receptacles for your smoking waste.

Facilities

- * **Garden Party:** 15 - 20 guests; 4 hours @ \$100; after 6:00 P.M. @ \$200; \$50 Security Deposit.
- * **Honeysuckle Cove:** 35 - 40 guests; 4 hours @ \$200; after 6:00 P.M. @ \$400; \$50 Security Deposit.
- * **Great Lawn:** 100 - 200 guests; 6 - 8 hours @ \$700; 8 - 10 hours @ \$1,000; \$250 Security Deposit.
- * **Wedding Arch:** 100 - 200 guests; 6 - 8 hours @ \$700; 8 - 10 hours @ \$1,000; \$250 Security Deposit.
- * **1910 Hayloft:** up to 180 guests; 1-4 hours @ \$400; 4 - 6 hours @ \$500; 8 - 10 hours @ \$1,000; \$250 Security Deposit.
- * **Great Lawn & 1910 Hayloft Package:** up to 250 guests; 6 - 8 hours @ \$1,400; 8 - 10 hours @ \$2,000; \$400 Security Deposit.

Beverages

- * WE provide a Cash Bar; Hosted Bar; or Beverage Tokens for your guests. Subject to MBW pricing and availability.
- * Wine List Choices and Quantity: _____
- * Champagne List Choices and Quantity: _____
- * Beer Bottles - List Choices & Quantity: _____
 1/2 Barrels - List Choices & Quantity: _____
 Trailer/Cooler Rental - \$200: _____
- * Soda & Water List Choices & Quantity: _____
- * Coffee: Must be requested - No charge.

Estimated Charges

* Facilities:	_____	\$ _____
* Beverages:	_____	\$ _____
* Miscellaneous:	_____	\$ _____

Total Estimated Charges:

I have read and understand the Event General Information and Rental Package Guides. I agree to the Terms & Conditions contained therein. I agree to make payments when due and in full. I further agree to be responsible for any charges for damages due to the misuse or abuse of equipment and/or facility during the course of my event. I authorize MBW to charge my Credit Card for any additional charges not paid in full at the end of my event.

Name on Card: _____ **Account #** _____ **Exp Date:** _____

Name: _____ **Date:** _____ **Security Deposit:** \$ _____

MBW Winery Invoice

Event Name: _____
 Host/Hostess: _____ Phone #: _____
 Address: _____ Zip: _____

 Event Date: _____
 Scheduled Time: Start: _____ End: _____ Actual Hours: _____
 Guests: Projected: _____ Actual: _____

Facilities Charges

* **Garden Party:** 4 hours @ \$100; after 6:00 P.M. @ \$200: \$ _____
 * **Honeysuckle Cove:** 4 hours @ \$200; after 6:00 P.M. @ \$400: \$ _____
 * **Great Lawn:** 6 - 8 hours @ \$700; 8 - 10 hours @ \$1,000: \$ _____
 * **Wedding Arch:** 6 - 8 hours @ \$700; 8 - 10 hours @ \$1,000: \$ _____
 * **1910 Hayloft:** 1-4 hours @ \$400; 4 - 6 hours @ \$500; 8 - 10 hours @ \$1,000: \$ _____
 * **Great Lawn & 1910 Hayloft Package:** 6 - 8 hours @ \$1,400; 8 - 10 hours @ \$2,000: \$ _____

Facility Charges: \$ _____

Beverage Charges

* Wine: Quantity: _____ \$ _____
 * Champagne: Quantity: _____ \$ _____
 * Beer: Quantity: _____ \$ _____
 * Soda/Water: Quantity: _____ \$ _____
 * Coffee - Free: _____ \$ _____
 * Trailer/Cooler Rental @ \$200: _____ \$ _____
 * Cups/Napkins: Quantity: _____ \$ _____
 * Other: _____ \$ _____

Beverage Charges: \$ _____

Miscellaneous Charges

* Additional Hours: Hours: _____ \$ _____
 * Additional Guests: Guests: _____ \$ _____
 * Porta-Potty (200+ Guests)@\$50: _____ \$ _____
 * Rehearsal Dinner @ \$50/hr: Hours: _____ \$ _____
 * Set-up/Take-down @ \$50/hr: Hours: _____ \$ _____
 * Clean-up @ \$50/hr: Hours: _____ \$ _____
 * Tent/Canopy: Size: _____ \$ _____
 * Chairs: Quantity: _____ \$ _____
 * Chair Covers: Quantity: _____ \$ _____
 * Tables: Quantity: _____ \$ _____
 * White Linens: Quantity: _____ \$ _____
 * Changing Rooms: _____ \$ _____
 * Alcohol Violation/Fine @ \$500: _____ \$ _____
 * Damages: _____ \$ _____
 * Other: _____ \$ _____
 * Other: _____ \$ _____

Misc. Charges: \$ _____

I have read and agree to the Invoice Charges. I further agree to be responsible for any charges for damages due to the misuse or abuse of equipment and/or facility during the course of my event. I authorize MBW to charge my Credit Card for any additional charges not paid in full at the end of my event.

Name: _____ Date: _____

Facility Charges: \$ _____
Beverage Charges: \$ _____
Misc. Charges: \$ _____
Subtotal: \$ _____
Less Pre-Pays: \$ _____
Less Security Deposit: \$ _____
Final Balance: \$ _____