

# Munson Bridge Winery Rental Contract

Event Name: \_\_\_\_\_

Host/Hostess Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(Street Address) (City) (State) (Zip)

Event Date: \_\_\_\_\_

Scheduled Time: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\*Your event time starts when people start to arrive that are part of making your day special. This would include the Bride, Groom, Wedding Party, Guests, Photographers, Caterers, Band/DJ, Etc.\*

## Event Vendor Information

Officiant: \_\_\_\_\_

Phone: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Photographer: \_\_\_\_\_

Phone: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Caterer: \_\_\_\_\_

Phone: \_\_\_\_\_

(Must use one of our caterers.)

Arrival Time: \_\_\_\_\_

Cake/Dessert Provider: \_\_\_\_\_

Phone: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Florist: \_\_\_\_\_

Phone: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Music: \_\_\_\_\_

Phone: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

\*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.

\*All weddings must use an approved caterer from the MBW list.

## Guest Information

Number of Guests: \_\_\_\_\_

\*We will need an accurate count for the number of guests expected at your event. This helps us determine our staffing levels and services needed to make sure we can provide you the special day you expect and deserve.

Please note: The Hayloft event capacity is 170 guests maximum. The Tent event seating capacity is 250 guests maximum. No exceptions.

## Facilities

Please note that this is an outdoor venue. Therefore, MBW cannot be held responsible for inclement weather or Acts of God.

Garden Party: 15-20 guests, 4-6 hours/\$200 | after 6:00 pm to 10:00 pm is \$400 | \$100 Security Deposit

Honeysuckle Cove: 35-40 guests, 4-6 hours/\$200 | after 6:00 pm to 10:00 pm is \$400 | \$100 Security Deposit

Great Lawn and/or 1910 Hayloft (180 guests): up to 250 guests, 4-6 hours/\$1,700 | 8-10 hours, \$6,500 | \$500 Security Deposit | \$500 Nonrefundable (But Transferable) Deposit | Total Deposit of \$1,000

\*4-6 hour events are considered Wedding Ceremony only; 8-10 hour events are considered Wedding & Reception.

# Beverages

There are absolutely no beverage carry-ins of any kind allowed. This includes storing and consuming beverages stored in your car or vehicle on our property.

Munson bridge Wine and Champagne: We will provide your choice subject to availability and MBW pricing

Beer: We will provide your choice subject to our availability and MBW pricing including bottles or tap beer

Soda and Water: We will provide your choice subject to availability and MBW pricing.

Tap Root Beer: Subject to availability and MBW pricing

Coffee is available upon request.

\*We will provide licensed bartenders 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 reserved the right to deny serving alcoholic beverages to any or all guests.

It is your responsibility to ensure your guests understand and comply with this requirement.

# Beverage Choices

We provide a cash bar or hosted bar for your guests.

Please list choices and quantities below.

Wine: \_\_\_\_\_  
\_\_\_\_\_

Champagne: \_\_\_\_\_

Beer: Bottles: \_\_\_\_\_

Malt Beverages: \_\_\_\_\_

1/2 Barrels & 1/4 Barrels: \_\_\_\_\_

Soda & Water: \_\_\_\_\_  
\_\_\_\_\_

Tap Root Beer: \_\_\_\_\_

Coffee: Upon request: 40 cup pot - \$40.00 \_\_\_\_\_

# Terms & Conditions

\*Please read our Event General Information and Rental Package guides. All terms and conditions apply to any and all events held at the winery. All charges are subject to state and local tax of 5.5%. A credit card use surcharge of 3% will be applied if credit card is used to pay for your event - no exceptions. All events end promptly at 12:00 midnight.

(No exceptions - last song plays at 11:30 pm.) Absolutely NO rice, confetti, silk flowers, or bubbles at the winery.

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 et al and/or staff are not liable for any damages or injuries to you, your guests, and vendors, to include all personal belongings, cars or vehicles, equipment, etc. that is beyond MBW control and/or arising as a result of the consumption of any alcoholic beverages. 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. This includes your food stored in MBW coolers.

\*Absolutely no animals are allowed on the premises anywhere at anytime except for approved service animals.

\*Smoking is allowed only in designated outdoor areas. Please use receptacles for your smoking waste.

## Payment Schedule

MBW requires a Deposit and Event/Security Deposit at the time of booking your event. This amount varies with each type of event. A down-payment of 50% of the estimated charges must be made two months prior to your event date. The deposit is non-refundable but transferable.

Down Payment Date: \_\_\_\_\_ Amount Due: \_\_\_\_\_

\*Your security deposit is separate from and is not included as part of your down payment amount.

Balance Payment Date: \_\_\_\_\_ Amount Due: \_\_\_\_\_

\*Balance of estimated charges must be made ten days prior to your event. 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 refunded after your event if there are no violations or damages.

\*If your event is canceled greater than six months prior to the date of your event, you will receive your security deposit back. If it is canceled less than six months in advance, the deposit is non-refundable. No exceptions.

## Estimated Charges

Facilities: \_\_\_\_\_ \$ \_\_\_\_\_

Beverages: \_\_\_\_\_ \$ \_\_\_\_\_

Staff Gratuity: Wedding Ceremony only \$100, Ceremony & Reception \$200 \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Total Estimated Charges: \$ \_\_\_\_\_

## Agreement

I have read and understand the Event General Information and Rental Package Guides. I agree to the terms and conditions contained therein and herein. 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 (this includes carry in alcohol.) I authorize MBW to charge my credit card for any additional charges not paid in full at the end of my event.

Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

CCV: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# MBW Invoice

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Guests Projected: \_\_\_\_\_ Actual Number of Guests: \_\_\_\_\_

All charges are subject to state and local tax of 5.5%. A credit card use surcharge of 3% will be applied.

## Facilities Charges

Garden Party: 15-20 guests, 4 hours/\$200 | after 6:00 \$400 | \$100 Deposit \$ \_\_\_\_\_

Honeysuckle Cove: 35-40 guests, 4 hours/\$200 | after 6:00 \$400 | \$200 Deposit \$ \_\_\_\_\_

Great Lawn and/or 1910 Hayloft: up to 250 guests, 4-6 hours/\$1,700 | 8-10 hours, \$6,500 | \$1,000 Deposit & Security \$ \_\_\_\_\_

Facilities Charges: \$ \_\_\_\_\_

## Beverage Charges

We provide a cash bar or hosted bar for your guests.

Please list choices and quantities below.

Wine: \_\_\_\_\_ \$ \_\_\_\_\_

Champagne: \_\_\_\_\_ \$ \_\_\_\_\_

Beer: \_\_\_\_\_ \$ \_\_\_\_\_

Soda & Water: \_\_\_\_\_ \$ \_\_\_\_\_

Tap Root Beer: \_\_\_\_\_ \$ \_\_\_\_\_

Coffee: Upon request: 40 cup pot - \$40.00 \_\_\_\_\_ \$ \_\_\_\_\_

Beverage Charges: \$ \_\_\_\_\_

## Other Charges

Staff Gratuity: Ceremony only \$100 - Ceremony & Reception \$200 \$ \_\_\_\_\_

Alcohol Violation/Fine of \$500: This will cause a loss to your Security Deposit. \$ \_\_\_\_\_

Damages: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Facilities 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.

Signature: _____	Facility Charges:	\$ _____
Name: _____	Beverage Charges:	\$ _____
Billing Address: _____	Other Charges:	\$ _____
Credit Card Number: _____	Total:	\$ _____
CCV: _____ Exp. Date: _____	Tax of 5.5%:	\$ _____
	Subtotal:	\$ _____
	CC Surcharge of 3%:	\$ _____
	Total:	\$ _____
	Less Pre-Pays:	\$ _____
	Final Balance:	\$ _____