



## Special Events Contract

We at Castoro Cellars are pleased you have chosen our facility to host your special event.

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

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

Name of Responsible Party: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Following are the policies agreed upon by the parties above:

**COORDINATOR:** We require all events to have a coordinator on the day of the event. An event timeline is required to be on file at Castoro Cellars one week prior to the date of the event.

Name of Coordinator \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**DEPOSIT:** One-half of the agreed upon amount plus the \$500 cleaning deposit will book your event. The balance of the event fee is due one week prior to the event. Wine and other event related expenses are paid for within 3 days after the event date. The event fees are refundable minus a \$500 administration fee provided cancellation is received **90 days before the event date.** INITIAL \_\_\_\_\_

**INSURANCE:** The lessee must provide a Certificate of Insurance for the date of the event.

The certificate names Castoro Cellars as an “additional insured for the day of the event” with a cap of \$1,000,000. The certificate is most easily available through your or a family member’s homeowners insurance policy, WedSafe, or Fireman’s Fund. The certificate must be on file at Castoro Cellars before the event. Castoro Cellars is not responsible for injuries, damages, or losses that might occur during the event. INITIAL \_\_\_\_\_

**FACILITY:** The facility fee covers a four-hour period (6:30 pm - 10:30 pm). This does not include setup and breakdown time. Facilities must be left completely clean with all chairs and tables placed back in storage unless prior arrangements have been made. Setup of chairs and tables is the responsibility of the person or persons holding the event, unless measures have been made to hire our staff. All decorations must be approved in advance and taken down after the event. Nails and staples on the furniture and walls are strictly prohibited. **There is a \$500 cleaning fee charged with the initial deposit that is fully refundable after the evening of the event if the buildings and grounds are cleaned-up to our specifications.** INITIAL \_\_\_\_\_

**WINE AND CATERING:** No outside wine, beer, or liquor of any kind may be brought in with the exception of sparkling wine or Champagne for the use in the wedding toast. The party and catering staff may open the sparkling wine with no corkage fee. No one under the age of 21 will be permitted to consume alcoholic beverages of any kind. The winery reserves the right to I.D. anyone, and to refuse service to anyone that they feel may be intoxicated. The lessee is responsible for hiring the full service caterer and making sure the cleanup of the kitchen, event room/s, and grounds are cleaned up according to Castoro Cellars' specifications. INITIAL \_\_\_\_\_

I agree to the following Castoro Cellars fees/terms:

**FACILITY FEE:** \$ \_\_\_\_\_

**BOOKING DEPOSIT:** \$ \_\_\_\_\_

(1/2 Facility Fee + \$500 fully refundable cleaning deposit.) Your reservation is not confirmed until this deposit is received by Castoro Cellars.

\$ \_\_\_\_\_ INITIAL \_\_\_\_\_

I have read and understand the terms of this contract. Any additions, deletions, or revisions must be made in writing and approved by both parties. The lessee assumes full responsibility for planning, hiring, purchasing, pick-up, and delivery of any goods and services.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_