



Placing your event on the calendar

To secure an event date we must receive one-half of the agreed upon deposit plus the \$500 cleaning deposit, which will be used toward your cost of renting the facility and holding your date on the calendar. A signed Castoro Cellars contract must accompany your deposit. The remaining event deposit is due one week prior to the event. The event fees are refundable minus a \$500 administration fee provided cancellation is received **90 days prior to the event date.** The cleaning deposit will be refunded within ten days following the event if the buildings and grounds are left the way you found them.

TIMING YOUR EVENT: The facility fee covers a four hour period (i.e.: 6:30 - 10:30). This does not include set-up time and breakdown time. All evening events must conclude by 10:30pm and be cleaned-up no later than one hour after. Rehearsals for weddings can be done during regular business hours from 10:00am to 5:30pm or you may schedule a Rehearsal Dinner in advance for an additional fee of \$1000. An event timeline is required to be on file at Castoro Cellars one week prior to event.

CERTIFICATE OF INSURANCE: All lessees **must provide Castoro Cellars with a Certificate of Insurance of \$1,000,000** 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 of Insurance* is most easily available through your or a family member’s homeowner’s insurance policy, WedSafe, or Fireman’s Fund.

CATERING RULES AND CLEAN-UP CONDITIONS: The lessee will be responsible for the hiring of the caterer and services other than Castoro Cellars’ attendant staff for the event and clean-up of the event. **Castoro Cellars requires a “Full Service” licensed caterer.** A successful event is when all responsibilities of the lessee and catering staff are made clear. The facilities must be left just as they were before the event or else the cleaning deposit of **\$500 will not be refunded.**

WINE AND BEER SERVICE: Wine attendants will assist in pouring Castoro Cellars’ wine at your event. Beer is also available through Castoro Cellars. Please arrange **two weeks** before the event date for ordering the kegged beer. No bottled beer or hard liquor is allowed on premises. There is no corkage fee for Champagne if the catering staff opens and serves.

If you have any questions regarding these conditions, please contact the events coordinator at 805.238.0725 or 888.DAM.FINE. These conditions help us to give you the best possible event experience here at Castoro Cellars.