



Rental Agreement

Rental Rates:

Conference Room: \$100.00 (4 Hours)

Barrel Room: \$75.00 Per Hour (Minimum of 2 hours)

Evening Rentals (4 Hour Blocks): Monday-Thursday \$400.00 Friday-Sunday \$600.00 (Additional Hours: \$50.00 each)

Conference Room Rental: Accommodates 10-20 guests

Included in rental are an executive board table (seats 10), chairs, television, and white board. Renter must do set up and clean up during rental times.

Barrel Room Rental: Accommodates 48 guests

Included in rental are round banquet tables (seats 8) with black tablecloths and chairs.

Evening Rentals:

After business hours a rental of our full space is required. Included in rental are the Tasting Room (as is), Barrel Room, children's room, and round banquet tables with black tablecloths and chairs to accommodate 48 guests.

Business Hours:

Monday-Thursday: 11-6 pm

Friday and Saturday: 11-7 pm

Sunday: 1-6 pm

Non-Business Rental Hours:

Monday-Thursday: 6:30pm-12:00pm

Friday and Saturday: 7:30pm-12:00pm

Terms and Conditions:**Deposit:**

A deposit of 25% of your total bill is due at the signing of the rental agreement to secure date. The remainder of your bill is due on or before your event date. The deposit is non-refundable. Cancellations should be made two weeks prior to event date.

Decorating:

Subject to the supervision and approval of Forest Edge Winery LLC Renter may decorate space but without the use of nails, tacks, screws or other fasteners, tape or other adhesives, on wood, walls, or other surfaces. Decorating should be done without defacing the property in any way. Use of glitter and confetti is prohibited. Movement of furniture must be approved by Forest Edge Winery LLC. Merchandise, displays, and barrels will not be moved for private events. Table linens and chair covers are not included in the rental unless specified above.

Set Up and Take Down:

Set up of tables and chairs will be completed by Forest Edge Winery staff. All deliveries, decorating, and takedown must be done in allotted time set in the agreement. Renter is responsible for making arrangements to have decorations removed immediately following the event. Forest Edge Winery staff will do general cleaning of the space remove garbage provided all waste has been bagged.

Music:

Music is permitted in-doors only, and must end by 11:00 PM. Space is limited. Small 2-3 piece acoustic bands or a DJ are suggested. Renter is responsible for booking music for the evening.

Catering:

Food and non-alcoholic drinks are permitted. Caterers are permitted but must clean areas they use (kitchen, conference room, etc.). Caterer and/or renter will not be permitted to use kitchen items owned by Forest Edge Winery. Forest Edge Winery can provide catering upon request for an additional cost.

Bar Policy:

Forest Edge Winery offers two bar types for private events.

Cash Bar: Guests of the renter are responsible for purchasing their own beverages for the duration of the event. Any or all wines can be opened and the renter incurs no charges for opened bottles.

Open Bar: The renter is responsible for payment for all wine opened during the event. Any or specified types can be opened. The renter will be charged for any opened bottles. Payment will be taken at the end of the evening. A credit card is required to be kept on file for all private events. In the event a tab is not paid at the end of the evening, it will be charged to this card.

Last call is 30 minutes before your event time ends. Unopened bottles can still be purchased to be taken off premises.

No outside alcoholic beverages will be permitted on winery property. A fine of \$500.00 will be issued if *any* alcoholic beverages are brought onto the premises (including parking lots).

Federal Law permits no one under the age of 21 to consume or purchase alcoholic beverages.

Valid state or government issued IDs may be required of guests before service can be provided.

Damage Policy

Forest Edge Winery LLC does not require a damage deposit. Renter shall reimburse Forest Edge Winery LLC upon demand for any damage to or destructions of the facility, furniture, equipment, fixtures, grounds, landscaping, and any other property owned, used, or operated by Forest Edge Winery LLC (including surrounding neighbors' property), caused by an act or omission of the Renter's guests, invitees, licensees, employees, caterers, florists, decorators, musicians, security and other personal or agents.

Forest Edge Winery LLC reserves the right to:

- Schedule events before and after your event time.
- Refuse any person(s) service for any reason.
- End private events early if we deem it appropriate to do so.

For any questions or to schedule an event, call or email:

Allison Scinta-Tasting Room Manager

502-531-9610 or Allison@forestedgewine.com

Renter Information

Name: _____

Billing Address: _____

Phone (Preferred): _____ Phone 2: _____

E-mail: _____

Rental Details

Date of event: _____ Event Type: _____

Number of Guests Expected: _____

Start time: _____ End time: _____

Room: Conference Room _____ Barrel Room _____ Combo _____

Bar Type: Cash Bar _____ Open Bar _____

Rental Fees do not include tips for bar staff. Would you like tip jars to be left on the bar?
Yes _____ No _____

Will you be providing your own food? Yes _____ No _____

If using, what catering service? (Name and Contact phone)

Payment Information (Required regardless of payment type)

Credit Card Holder Name (as it appears) _____

Credit Card Number _____ Expiration Date _____

CVV: _____

Sign below if you understand and agree to all terms of rentals.

Renter Signature: _____

Date: _____

For Manager

Rental Fee: _____ Deposit: _____

Notes: