



# Rental Agreement

## Conference Room Rental: Accommodates 10-20 guests

**Rate:** \$100.00 for 4 hours

Amenities include an executive board table (seating 10 comfortably), office chairs (14), tea and coffee station, television with HDMI hookup, and dry erase/peg board.

## Barrel Room Rental: Accommodates up to 48 guests

**Rate:** \$75.00 per hour, minimum of 3 hours

Amenities include six round banquet tables (60-inch diameter, seats up to 8 each), 48 folding chairs, three six-foot rectangle tables, black tablecloths, a six-foot wine barrel bar (stationary), sink, and a small ice machine. Black chair covers available at a rate of \$0.75 per chair.

Room features a 7x10 foot screen with projector and surround sound. Show presentations, slideshows, and more wirelessly with ClickShare. Camera available for video conferencing when not everyone can make it in person. Laptops with USB port required. Phones and tablets will not sync.

## Evening Rentals:

**Rates:** Monday-Thursday \$400.00 for 4 hours  
Friday and Saturday \$600.00 for 4 hours  
Additional Hours \$50.00 each

After business hours, a rental of our full space is required. Included in rental are the Tasting Room (as is) and the Barrel Room including amenities listed above.

### **Non-Business Rental Hours:**

Monday-Thursday: 6:30pm-11:00pm  
Friday and Saturday: 7:30pm-11:00pm

## 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 if possible.

### Event Start:

Renters have access to the space at the start of the event time set in the agreement. Extra time can be added at the rate set in this agreement, up to the day before as long as it does not interfere with other events/rentals. **In lieu of a damage or security deposit, Forest Edge Winery LLC, requires a credit card to be held for the duration of the event time set in the agreement.** This will be given back at the end of the event time.

Renter Initial: \_\_\_\_\_

### Set Up:

Set up of tables and chairs will be completed by Forest Edge Winery staff. All deliveries and decorating must be done in allotted time set in the agreement. Loading in and out is easiest through the back patio door. A cart can be borrowed upon request.

### Decorating:

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

Renter Initial: \_\_\_\_\_

### Music:

Renter is responsible for booking music for their event. Music is permitted in-doors only, and must end by 11:00 PM. As space is limited, small 2-3 piece acoustic bands or a DJ are suggested.

### Catering:

Renter is responsible for providing their own food/catering for their event. Food and any non-alcoholic drinks are permitted. Caterer or Renter is responsible for furnishing their own ice, dishes, silverware, cooking utensils, etc. **No hot foods can be placed directly on table or bar surfaces.** Chafing dishes or pot holders are required.

### Winery Staff:

Winery staff will be available at the Tasting Room bar for questions, to help set up laptop/projector if using, to point guests to the correct party room, and to serve guests at the Tasting Room bar. **For Barrel Room rentals only:** a permanent staff member can be placed at the Barrel bar to serve for an additional \$25.00 per hour

**Alcohol Policy:**

Forest Edge Winery offers three bar types for private events. Wine glasses are provided for use during event. Wine glasses can be purchased for \$4.95 per glass.

**Cash Bar:** Guests of the renter are responsible for purchasing their own beverages by the bottle or glass for the duration of the event. The renter incurs no charges for opened bottles.

**Open Bar:** The renter is responsible for payment for all wine opened during the event. The renter may choose a specific list or allow all wines to be ordered by guests. The renter will be charged for any opened bottles. Payment will be taken at the end of the event time with the held card or cash.

**Drink Station:** The most popular option! The renter purchases a number of bottles for their guests to serve themselves. Guests have the option to purchase different/additional wine by the glass or bottle if they choose. The renter is responsible for payment for only the bottles they order for the drink station. Large wine chiller available upon request.

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

**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.

**Renter Initial:** \_\_\_\_\_

**Clean Up:**

Takedown must be done in allotted time set in the agreement. **Renter is responsible of leaving space in the same or similar condition as received.** A cleaning fee of \$100.00 will be charged if minimal standards set in the agreement are not met. Renter must:

- Remove all decorations.
- Clear all tables of all food. Do not dispose of food in the sink; tablecloths may be shaken outside if necessary.
- Counters and sink wiped down if used.
- All trash must be disposed of in the on-site dumpster. Extra trash bags will be provided if needed.

**Renter Initial:** \_\_\_\_\_

**Event End:**

At the end of the time set in the agreement, a Forest Edge staff member will do a walkthrough with the renter. At which point, the renter will pay the remainder of their balance on the rental cost, any applicable wine purchases, and any additional applicable penalty charges set in this agreement. The renters on file credit card will be given back. If the renter leaves before checking in with staff, all applicable charges will be charged to the renters held credit card.

**Renter Initial:** \_\_\_\_\_

**Parking:**

Forest Edge Winery LLC has a paved private lot for limited parking. For excess parking, Forest Edge Winery currently had permission to use the graveled lot across the street. We ask that private party guests take advantage of this lot as much as possible.

**Loss and Damage Policy:**

Forest Edge Winery LLC will not assume or accept any responsibility for damage to or loss of personal items/merchandise, injuries or liabilities by renters, caterers, or guests.

Forest Edge Winery LLC does not require a damage deposit. Renter shall reimburse Forest Edge Winery LLC upon demand for theft of Forest Edge property and/or 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.

**Renter Initial:** \_\_\_\_\_

**Other:**

Forest Edge Winery LLC reserves the right to schedule events before and after your event time, refuse any person(s) service for any reason, and end private events early if we deem it appropriate to do so.

**All rentals must be confirmed with our Tasting Room manager.**

**For any questions or to schedule an event, call or email Allison Scinta:  
502-531-9610 or [Allison@forestedgewine.com](mailto:Allison@forestedgewine.com)**

**Renter Information**

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

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

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

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

**Rental Details**

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

Event Type: \_\_\_\_\_

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

**Full Rental Time**

Remember to add time for set up and clean up. Additional time will not be given.

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

**Room:** Conference Room\_\_\_\_\_ Barrel Room\_\_\_\_\_ Full Space (after hours only) \_\_\_\_\_

**Bar Type:** Cash Bar\_\_\_\_\_ Open Bar\_\_\_\_\_ Drink Station\_\_\_\_\_

**Barrel Room Options**

- Barrel Room Bar Staff person? (Additional \$25.00 per hour) Yes\_\_\_\_\_ No\_\_\_\_\_
- Black Chair Covers? (Additional \$0.75 per chair) Yes\_\_\_\_\_ No\_\_\_\_\_

**Sign below if you understand and agree to *all* terms of Forest Edge Winery LLC rentals.**

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

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