



Rental Agreement

Conference Room Rental: Accommodates 10-20 guests

Rate: \$100.00 for 4 hours

Amenities include an executive board table (seats 10), office chairs (14), tea and coffee station, television with HDMI hookup, and white board.

Barrel Room Rental: Accommodates 48 guests

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

Amenities include up to six round banquet tables (seats 8) with black tablecloths, up to 48 folding chairs, three six-foot rectangle tables with black tablecloths, a six-foot wine barrel bar (stationary), sink, and a small ice machine. Black chair covers available at a rate of \$1.00 per chair.

Room features a 7x10 foot screen with projector, and surround sound. Hold a conference, show presentations, slideshows, and more wirelessly with ClickShare. Laptops with USB port required. Phones and tablets will not synch.

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-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.

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 of the Barrel Room can be done through our utility room near our patio. This is for loading in and out only. It is not an entrance for guests. A Forest Edge staff member will open and close the roll up door.

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. Merchandise, displays, and barrels will not be moved for private events. Table linens and chair covers are not included in the rental unless specified.

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. 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.

Alcohol 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. 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.

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.** Renter must remove all decorations, clear all tables of food, and all trash must be disposed of in the on-site dumpster. Extra trash bags will be provided if needed.

Winery Staff:

Winery staff will be available at the Tasting Room bar for questions, 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 put at the Barrel bar for an additional \$25.00 per hour.

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 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, 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

Renter Information

Name: _____

Billing Address: _____

Phone: _____

E-mail: _____

Rental Details

Date: _____

Event Type: _____

Number of Guests Expected: _____

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 _____

Barrel Room Options

- Barrel Room Bar Staff person? (Additional \$25.00 per hour) Yes _____ No _____
- Black Chair Covers? (Additional \$1.00 per chair) Yes _____ No _____
- Number of 6ft rectangle tables needed? (Up to three) _____

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

Renter Signature: _____

Date: _____