



# Rental Agreement

## Barrel Room: Accommodates up to 48 guests

### Hours:

Monday-Thursday: 11:00am-6:00pm

Friday and Saturday: 11:00am-7:00pm

Sunday: 12:00pm-6:00pm

**Rate:** \$75.00 (plus tax) per hour, minimum of 3 hours

Amenities include six round banquet tables with black tablecloths (60-inch diameter, seats up to 8 each), one 10ft custom oak table, a stationary six-foot wine barrel bar, a stationary 16-foot bar, 48 folding chairs, and a freestanding photo backdrop (white or green hedge patterned). 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, play music, and more wirelessly with ClickShare. Laptops with USB port required. **ClickShare system compatible with Windows 10 and higher macOS 11 (BigSur) and higher. Phones, Tablets, and Chromebooks are not compatible.**

## Non-Business Hour Rentals:

### Hours:

Monday-Thursday: 6:00pm-10:00pm

Friday and Saturday: 7:00pm-10:00pm

**Rates:** Monday-Thursday \$100.00 (plus tax) per hour

Friday and Saturday \$125.00 (plus tax) per hour

After business hours, both the Tasting Room (as is) and the Barrel Room are included along with the amenities listed above.

Forest Edge Winery cannot offer rental hours outside of our business hours on Sundays.

## Terms and Conditions:

### Booking Fee and Payment:

A non-refundable booking fee of \$40 (tax included) is due at the signing of the rental agreement to secure date. This is a separate charge from the hourly rental rate but includes ½ hour of time before the event time set in the agreement starts.

The remaining balance (calculated at the hourly rate), can be paid at any time leading up to the rental date and includes day of before the rental time starts.

### Event Time:

Renters have access to the space ½ hour before the event start time until the end time as set in this agreement. Extra time can be added at the rate set in this agreement if it does not interfere with other events/rentals.

The space must be cleaned and cleared of all guests at the end time set in the agreement. A Forest Edge staff member will do a walkthrough with the renter. At which time, the renter will pay applicable costs such as the remainder of their balance on the rental cost, wine purchases, and/or additional penalty charges set in this agreement.

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

### Winery Staff:

Winery staff will be available at the Tasting Room bar for questions, to help set up ClickShare system if using, direct 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.

### Set Up and Decorating:

Set up of tables and chairs will be completed by Forest Edge Winery staff before rental start time. **All deliveries and decorating must be done in allotted time set in the agreement.** Additional time will be charged the hourly rate. Loading in and out is easiest through the back patio door. A cart can be borrowed upon request. **Neither the renter or guests may have access behind the bar without permission.**

**Decorating should be done without defacing the property in any way.** Use of nails, tacks, tape and other fasteners or adhesives, on wood, walls, or other surfaces is prohibited. Prohibited decor items include loose small pieces (glitter, confetti, etc.), as well as open flames. Merchandise, displays, and barrels will not be moved for private events. Table linens and chair covers are not included in the rental unless specified.

For paint or craft parties, drop cloths or covering must be provided for the floors and tables. Paint party teaching artists/companies can often provide these upon request.

**Decorating and storage of boxes and/or extra materials must be done so as not to block access to any doorways in case of emergency.** The 16-foot bar in the Barrel room has a hinge opening where décor and food can not be placed.

### **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 and anything of their own.
- Clear all tables of all food. Dishwashing on site is not permitted; tablecloths may be shaken outside if necessary.
- Counters wiped down and dried if used.
- All trash must be disposed of in the on-site dumpster. Extra trash bags will be provided if needed.

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

### **Music:**

Renter is responsible for booking music for their event. Music is permitted in-doors only, and must end by 10:00 PM. With limited space, small acoustic bands or DJs are recommended.

### **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, cups, dishes, silverware, cooking utensils, etc. **No hot foods can be placed directly on tables or bars as they damage the wood surfaces.** Chafing dishes or pot holders are required. There is access to power for crockpots and other cooking devices. Deep fryers are prohibited.

### **Parking:**

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

### **Bar Options:**

Forest Edge Winery offers three bar types for private events. Wine glasses are provided for use during event. Souvenir wine glasses can be purchased for \$9.95 per glass. A large beverage tub can be provided upon request. Ice not provided for chilling.

**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. A credit card will need be held and payment will be taken at the end of the event time.

**Drink Station:** The renter purchases a set 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.

**Alcohol Policy:**

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:** \_\_\_\_\_

**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:  
502-531-9610 or [Allison@forestedgewine.com](mailto:Allison@forestedgewine.com)**

**Renter Information**

<b>Name</b>	
<b>Street Address</b>	
<b>City, State, Zip</b>	
<b>Phone</b>	
<b>Email</b>	

**Rental Details**

<b>Date</b>			
<b>Event Type</b>			
<b>Number of Guests Expected</b>			
<b>Start Time – End Time*</b>			
<b>Bar Type</b>	<b>Cash Bar</b>	<b>Open Bar</b>	<b>Drink Station</b>

\*Remember to add time for set up and clean up if needed. Renter will have access to the space ½ hour before the time set in the agreement. Additional time will not be given.

**Add-On Options**

<b>Barrel Bar Staff (Additional \$25 per hour)</b>	<b>Yes</b>	<b>No</b>
<b>Black Chair Covers (Additional \$0.75 per chair)</b>	<b>Yes</b>	<b>No</b>

**Amount Due (Additional Notes):**

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

<b>Renter Signature</b>	
<b>Date</b>	