



# Rental Agreement

## **Conference Room Rental: Accommodates 10-20 guests**

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

Included in rental are an executive board table (seats 10), office chairs, television with HDMI cord to connect a lap top if desired, and white board.

## **Barrel Room Rental: Accommodates 48 guests**

**Rate:** \$75.00 per hour, minimum of 2 hours

Included in rental are six round banquet tables (seats 8) with black tablecloths and chairs, and up to three six-foot rectangle tables with black tablecloths. A 7x10 foot screen, projector, and surround sound are also in the room with HDMI to connect a lap top if desired.

## **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), Barrel Room, children's room, and round banquet tables with black tablecloths and chairs to accommodate 48 guests.

**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.

### **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, confetti, or rice 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.

**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 dishes, silverware, cooking utensils, etc.

**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.

**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 immediately following the event, clear all tables of food, and all trash must be bagged. Please do not overfill bags; extra trash bags are provided. **An additional clean up fee of \$50.00 will be issued if the space is left in an unreasonable state.**

**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.
- 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](mailto: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 (after hours only) \_\_\_\_\_

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

Will you be providing your own food? Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_

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

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

Print: \_\_\_\_\_

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

**For Manager**

Rental Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_

Notes: