# Rental Agreement

## Rates:
There is a minimum rental of 2 hours for all events.

**Booking Fee: $40.00 (tax included)**

**Business Hours (Barrel Room Only): $75.00 per hour + tax**

- Monday-Thursday: 11:00am-6:00pm
- Friday and Saturday: 11:00am-7:00pm
- Sunday: 12:00pm-6:00pm

**Non-business hours: $100.00 per hour + tax**
Includes use of the Barrel Room and the Tasting Room in its existing setup.

- Monday-Thursday: 6:00pm-10:00pm
- Friday-Saturday: 7:00pm-10:00pm

## Capacity:
Maximum of 48 seated guests

## Amenities:
The Barrel Room Includes:

- Six round banquet tables with black tablecloths (60-inch diameter, seats up to 8 each)
- One 10ft custom oak table
- One stationary six-foot wine barrel bar
- One stationary 16-foot bar
- 48 folding chairs
- Freestanding photo backdrop (reversable with white or green hedge patterned)
- **Optional Add-On:** Black chair covers: $0.75 per chair.

**Barrel Room Technology:**

- 7x10ft screen, projector, and surround sound system.
- Presentation and media can be streamed wirelessly via ClickShare:
  - **Compatible devices**: Laptops with USB ports
  - Windows 10+ or masOS 11 (Big Sur)
  - **Not compatible**: Phones, tablets, or Chromebooks

## Payments:
Total rental cost is calculated based on hourly rate x total reserved time, plus applicable taxes and add-ons.

A non-refundable booking fee of $40 (tax included) is required at the time of signing to secure your event date. This fee includes 30 minutes of early access prior to the scheduled event start time.

The remaining balance (based on the hourly rate and any add-ons) may be paid at any time prior to the event and is due in full before the rental start time on the day of the event.

## Rental Time:
Rental time must include all time needed for setup, event, and cleanup activities. Renters will have access to the space 30 minutes prior to the scheduled start time and ending promptly at the agreed upon time. Additional time may be added at the hourly rate, subject to availability. Events exceeding the scheduled end time will be billed in additional hourly increments.

## Winery Staff:
Winery staff will be available to:

- Asist with the Clickshare system
- Direct guests
- Serve at the Tasting Room bar
- **Optional Add-On:** A dedicated staff member can be assigned to the Barrel Room bar for $25.00 per hour.

## Set Up and Decorating:
Tables and chairs will be set up by winery staff prior to your event.
All decorating, deliveries, set up, and breakdown must occur within your reserved rental time. Additional time will be billed at the hourly rate.

Loading is easiest through the back patio door. A cart is available upon request.

### Decorating Guidelines:

- Decorations must not damage or alter the property in any way.
- The use of nails, tacks, tape, or adhesives on walls, wood, or other surfaces is prohibited.
- No loose materials (glitter, confetti. etc.)
- No open flames.
- Merchandise, furniture, displays, and barrels will not be moved.
- Décor and materials must not block exits or walkways
- The hinged opening on the 16-foot bar must remain clear
- **Paint/Craft Events:** Protective coverings must be used on floors and tables. Many instructors can provide these upon request.

## Clean Up:
All cleanup must be completed within your reserved time. The renter is responsible for leaving space in the same or similar condition as received.

A $100.00 cleaning fee will be charged if minimal standards are not met.

**Renter must:**
- Remove all decorations and personal items
- Clear all tables of all food and materials
- Wipe and dry any used surfaces
- Dispose of trash in the on-site dumpster

## Music:
Music is permitted in-doors only, and must end by 10:00 PM. Small acoustic bands or DJs are recommended due to space limitations. Renter is responsible for booking their own entertainment.

## Catering:
Renter is responsible for providing all food or catering, and non-alcoholic beverages. Electrical access is available for approved appliances (ex. crockpots).

- Renter/caterer must provide: Ice, cups, dishes, utensils, serving equipment, etc.
- Restrictions: No hot items directly on tables and bars (use chafing dishes or heat protection) and no deep fryers

## Parking:
A private lot is available with limited capacity. Additional parking is available in the gravel lot across the street (Chapeze Lane). Guests are encouraged to use this are to accommodate overflow.

## Bar Options:
Wine glasses are included for use during event. Souvenir wine glasses can be purchased for $9.95 per glass. A beverage tub is available upon request (ice not provided).

- **Cash Bar:** Guests purchase their own wine by the glass or bottle. No cost to the renter.

- **Open Bar:** Renter pays for all opened wine during the event. A wine selection may be specified or left open. A credit card must be held on file, and final payment will be processed at the end of the event.

- **Drink Station:** The renter purchases a set number of bottles for self-service. Guests may purchase additional wine separately. Renter is only charged for pre-purchased bottles.

## Alcohol Policy:

Last call is 30 minutes before your event time ends. Unopened bottles may be purchased to go. Opened bottles must be recorked to leave the premises legally.

**No outside alcohol will be permitted on winery property including parking areas.** A $500 fine will be assessed for violations.

Valid government issued ID may be required. No one under 21 may consume or purchase alcohol.

## Loss and Damage Policy:

Forest Edge Winery LLC is not responsible for:

- Lost or damaged personal property
- Injuries or liabilities involving renters, vendors, or guests

No damage deposit is required. However, the renter agrees to reimburse Forest Edge Winery LLC for any damage, loss, or theft caused by the renter or their guests, vendors, or affiliates, including the surrounding property.

## Other:

Forest Edge Winery LLC reserves the right to:

- Schedule events before and after your rental
- Refuse service to any individual
- End an event early if necessary
- All rentals must be confirmed with our Tasting Room manager.

### Contact Information:

For questions or to schedule and event

- Phone: 502-531-9610
- Email: Allison@forestedgewine.com

**Renter Information**

Name: _____

Phone: _____

Email: _____

Address: _____

**Rental Details**

Date: _____

Rental Time: _____

Event Type: _____

Number of Guests: _____

**Bar Type**

- ◯ Cash Bar
- ◯ Open Bar
- ◯ Drink Station

**Add-On Options**

- ◯ Barrel Bar Staff ($25.00/hour)
- ◯ Black Chair Covers ($0.75 each)

**By signing below, you acknowledge that you have read, understand, and agree to all terms of this rental agreement.**

Renter Signature: _____

Date: _____

**Amount Due/Notes**