



300 West Main, Grafton, IL 62037 618-786-3001 [www.thegrafftonwinery.com](http://www.thegrafftonwinery.com) events@thegrafftonwinery.com

**Room Spending Minimums:** Each venue space at the Grafton Winery has a spending minimum that must be met in order to fulfil the requirements for the reservation. Each client must fully agree that they are responsible for meeting the minimum and all charges incurred above the minimum. If the minimum is not met, the difference will be charged on your bill. Venue fee, gratuity, and taxes are not included. Each venue space includes a bar option and is available for 4 hours.

**Brewhaus** (Minimum of 50 and up to 125 guests) - \$400.00 venue fee. Spending minimum \$900.00 plus 20% service charge and tax. This is our exclusive Brewhaus room located on the first floor. This space is a private space.

**Brewhaus Alcove** (Up to 20 guests) - \$50.00 venue fee. Spending Minimum \$250.00 plus 20% service charge and tax. This is a reserved seating area in the alcove area for 4 hours. This is not a private space. (May-October parties must begin between 11am-12pm on Saturdays & 12pm-1pm on Sundays)

**Brewhaus Side A** (Up to 50 guests) - \$150.00 venue fee. Spending minimum of \$500 plus 20% service charge and tax. This is a semi-private space.

**Brewhaus Side B** (Up to 50 guests) - \$150.00 venue fee. Spending minimum of \$500 plus 20% service charge and tax. This is a semi-private space.

**Banquet Room** (Up to 70 guests) - \$250.00 venue fee. Spending minimum \$600.00 plus 20% service charge and tax. This room is located by the back fireplace in the main area. Beautiful and spacious area! This space can be private or semi-private. **(This room is not available on Saturdays and Sundays due to live music.)**

**Confluence Patio** (Minimum of 50 and up to 100 guests) - \$350.00 venue fee. Spending minimum \$800.00 plus 20% service charge and tax. This is a reserved covered patio area with a lovely view of the river. This space is a private space and will include a bartender. **(May-October parties must begin between 11am-12pm on Saturdays & 12pm-1pm on Sundays)**

The Grafton Winery is holding on a tentative basis, the following arrangements for **(Name)** **for the date of** . When signed and returned along with the required monies, this letter of agreement will be considered definite. Please sign and return as soon as possible. **A non-refundable \$100.00 first payment is required to book.** Final payment (Venue Fee) is due 14 days prior to the event.

## BAR OPTIONS

### Hosted Bar

Packages include Grafton Winery Wines, draft beers, soda, tea and coffee. Reserve wines are excluded from the package. Beer and wine are subject to availability.

- 1 hour - \$14 per person plus tax and service charge. (Ideal for a Cocktail Hour)
- 2 hour - \$16 per person plus tax and service charge. (Ideal for a Cocktail Hour)
- 3 hours - \$20 per person plus tax and service charge.
- 4 hours - \$23 per person plus tax and service charge.

### Open Bar

The open bar is charged a 20% service charge on the total amount. You have the option to pay a select amount toward the bar service and after that amount is exhausted the bar will convert to a cash bar.

### Cash Bar

Guests will be responsible for payment of their own beverages

### ***Outside Alcohol (Illinois Liquor Control Laws Prohibit Outside Alcohol)***

Please note there is to be no outside alcohol brought on the property. If outside alcohol is found in the event, there will be a \$250.00 fee assessed and the alcohol will be confiscated. If outside alcohol is found again, the event will be terminated immediately and no refund will be allowed. In accordance with the state and local law, it is the policy of the Grafton Winery to (a) request property identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced and (b) refuse alcoholic beverage service to any person who, in the sole judgement of the Grafton Winery, appears intoxicated. If any person under 21 is found to be consuming alcoholic beverages, Grafton Winery reserves the right to terminate the event immediately without refund.

## Terms and Conditions

**Guarantee:** The final guarantee of persons attending the event is due 14 days prior to the start of the event. Should the client fail to communicate a final "guaranteed" number of guests 14 days prior to the above function, the above Agreed number of guests will be considered the final "guaranteed" number of guests. Should any food and beverage event be altered following the signing of this contract, all event values will be re-assessed and appropriate charges will apply.

**Menu :** Menu selection, payment, and set-up details must be arranged 14 days in advance of your event. Menu prices can be guaranteed up to (3) months prior to the scheduled date of the event. .

**Food :** All food to be consumed in any event must be purchased from the Grafton Winery, unless one of our preferred caterers are approved. If for any reason a group brings in their own food that has not been approved by the Grafton Winery, a fine of \$250.00 will be applicable for the first offense, the food will be confiscated. If there is a second offense the event will be shut down.

**Banners &/or decorations:** No items may be affixed to the walls, windows, doors or ceiling. All client signage must have the Grafton Winery approval prior to posting. Please no glitter, rice, sand, or confetti, etc. Any balloons must be secured or we will charge a retrieval fee of \$75.00, if they get loose.

TABLES/CHAIRS: You will be provided with enough tables and chairs to seat your party. Linens, plastic plates and utensils are provided. China provided for an upcharge. Ask for current pricing.

FLOODING: In the case of flooding your event may be moved to our Vineyards location. If it is not possible to move your event, we will reschedule your event at no additional charge.

### **Guidelines for Grafton Winery & Brewhaus**

- Absolutely no outside food or beverages are permitted. (This includes Grafton Winery wines purchased off site.) Large bags, and baskets will be checked by staff upon arrival. No coolers are allowed.
- Children must be supervised at **all times** and are not allowed to run, jump, or climb on furniture or railings.
- Glitter, confetti, rice, sand, confetti balloons are not permitted for decorating. All balloons must be tied to a weighted device before entering the facility to ensure they do not float into our ceiling fans. Any balloons must be secured or we will charge a retrieval fee of \$75.00, if they get loose.
- Floor plans are subject to change if your venue space is required to move in doors.
- We do not supply ladders or step stools for decorating.
- We are unable to provide refrigeration or “back” room storage for desserts.

### **Loss Prevention**

The Grafton Winery reserves the right to inspect and control all private events. Liability for damage to the premises will be charged accordingly. The Grafton Winery does not assume responsibility for personal property or equipment brought into the event room regardless if personnel from your organization or the Grafton Winery secure the event room. Client will be held responsible for all damages to persons or property on or about the Grafton Winery, which results from actions of client. This agreement will be binding on both planning Client and the Grafton Winery and there shall be no right of termination for the sole purpose of holding the same event in some other rental facility and/or for the sole purpose of booking another Client. Please initial, verifying that you agree with the Terms and Conditions, Beverage Policy, Loss Prevention and the guaranteed minimum number of people. (Initial) \_\_\_\_\_

### **Billing Information**

#### **Payment Requirements**

At time of signing, a non-refundable first payment will be required. The remaining amount must be paid by cash or charge. To reserve the date, you must make a first payment of \$100 and sign a contract. This can be made by check, cash or credit card. Credit card payments will incur a 3.5% surcharge. A credit card must be on file for any incidentals and/or damages to our property by client or client's guests. **Final non-refundable payment is required 14 days prior to the event.** Any event booked less than 1 month in advance will have an entire venue fee and menu options due at the time of booking. All payments are final and no refunds are given.

#### **Cancellations**

The Grafton Winery reserves the right to cancel events for non-payment or non-compliance with any terms and conditions set forth in this agreement. Should an event be cancelled due to circumstances beyond control of the Grafton Winery, we will reschedule events for no additional cost. No refunds are given. The Client may cancel this agreement and forfeit the reserved date. All cancellations must be in writing. All payments are non-refundable and non-transferrable.

Final specifications will be detailed at least 14 days prior to the event. Changes to the event setup after the room has been set, per the contract, may result in additional charges. There is a \$35.00 setup fee charged for

all parties with liens. All charges are subject to 20% service charge and sales tax. With the proper exemption forms, there is no food and beverage tax added. (Initial) \_\_\_\_\_

Contract Modification: This agreement and the attachments hereto contain all the agreements of the party superseding and prior agreements, oral or written, and may not be changed other than by an agreement in writing signed by both parties

**Event Method of Payment:** M/C, Visa, Discover, Check, Cash

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

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

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

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

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

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

**Guest #** \_\_\_\_\_

**Venue location and Fee:** \_\_\_\_\_

**Spending Minimum** \_\_\_\_\_

**Bar Option** \_\_\_\_\_

A credit card must be on file for any incidentals and/or damages to our property by client or client's guests.

**Cardholder Name:** \_\_\_\_\_

**Credit Card #:** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Event Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_