



### **Host your Corporate event with the Grafton Winery**

Consider us for your next team retreat, sales meeting, or training for your VIPs.

Our picturesque vineyard and lakeside pavilion offer the perfect setting for any size event.

We can also assist you in planning your group's meal requirements  
for breakfast, lunch, dinner, and snacks.

Our capable and professional staff will help you through every detail to ensure a successful and memorable event.

**Please contact our Event Manager at 618-786-3001 or email: [events@thegrafftonwinery.com](mailto:events@thegrafftonwinery.com)**

### **Tasting Room**

Monday thru Thursday full availability

Friday / Saturday / Sunday available after 7 pm

Tasting Room Only \$1000 with a \$250 setup fee for furniture removal.

Our Tasting Room aims to dazzle with high ceilings, fireplace, large granite bar, and lounge style seating. We can accommodate up to 250 for a standing room or up to 130 for a seated room. Round 60" tables, chairs, linens, setup and cleanup are included in the venue price.

### **Pavilion**

Pavilion - \$1000

Our pavilion provides your guests with panoramic views of the lake and the vineyard. The pavilion comfortably seats up to 350 guests and offers surround speakers. Round 60" tables and chairs are included in the venue price.

### **Tasting Room & Pavilion**

Pavilion and Tasting Bar \$2000

We are more than happy to offer both venue spaces for your event

## Bar Service 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
- 2 hours - \$16 per person plus tax and service charge
- 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. Minimum bar sales of \$500 with a 20% service charge or client will be responsible to make up the difference.

### • **Cash Bar**

Guests will be responsible for payment of their own beverages.

Minimum bar sales of \$500 or client will be responsible to make up the difference.

### • **No Alcohol**

Should you choose not to serve alcohol the minimum bar fee of \$750 plus 20% service charge will apply.

### • **Cocktail Hour**

If you would like to provide an elevated experience while your guests wait for your arrival, we offer cocktail hour specials.

- 1 hour - \$12 per person plus tax and service charge.
- 2 hour - \$14 per person plus tax and service charge.

### • **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.

## Decorations

- Please keep in mind that the Pavilion is an outdoor venue and plan your decorations accordingly. The Vineyards does not provide decorations or storage. The venue space is open from 10am to 10pm the day of the event.
- The beautiful natural setting should help limit your need for excessive decorations. Table decorations and floor plants will be all you will need. We ask that you please refrain from using glitter, confetti, rice, silly string and birdseed. Any balloons must be secured or we will charge a retrieval fee of \$75.00, if they get loose. **Nothing may be taped or attached to the walls, windows, or doors.**
- A qualified, licensed, and insured lighting or décor vendor is welcome to suspend décor items on the pergola or magnetically from the pavilion ceiling only with prior approval. But you, friends, family, etc are not able to due to liability issues. The Vineyards does not supply ladders or step stools. Please keep in mind that **ALL** decorations must be removed by 11pm. A proof of license and insurance must be provided to the event manager at least 10 days prior to the event.
- Clients/vendors are responsible for removing all decorations, flowers and miscellaneous items at the conclusion of the event. All items left at The Vineyards one hour after the conclusion of the event shall be removed by The Vineyards and discarded. If excessive cleanup is required, a service fee of \$250.00 may be assessed.
- Any Vineyard's pictures, décor, or small furniture may not be moved unless approved by the event coordinator and is subject to a \$50 removal fee.

## Preferred Caterers

**Concetta's** – Concetta's is here to make sure that your wedding journey is special. Concetta's is well known for being family owned, and our second to none professional service. We will make sure to meet your every need from the very first phone call all the way up until the end of your reception. We use our famous Arcobasso family recipes to create our creamy Italian dressing, pastas, chicken, and beef dishes. Concetta's Has catered over five hundred weddings, and seven thousand non-wedding events over the past five years. Let us help to make your special day easier ! **Concetta's Catering 314.574.4384 / [www.concettas-stcharles.com](http://www.concettas-stcharles.com)**

**Tornatore's** – Steve and Cindy Tornatore have been serving their family and restaurant recipes to satisfied customers for over 30 years. Tornatore's Catering will always treat your event as though it was their own. The Tornatore family and staff are at your service! We look forward to making your event one to remember!

**Contact Cindy Tornatore: 314-574-1228**

**Orlando's** – Orlando's has been fulfilling a lifetime of memories for St. Louis brides and grooms for almost 50 years! Let us help you make your wedding day everything you imagined it to be...and more!

**Call 314-638-6660 / [orlandogardens.com](http://orlandogardens.com)**

## Just a few other details

- The venue space must be vacated by 11:00 pm with the beverage service and music ending at 10:00 pm. Guests need to vacate the property at the end of the event or the client will be charged a \$100 fee for anyone remaining in the event space after 11:00 pm.
- We provide white plastic dining chairs or clients may rent chairs on their own. If you choose to rent other chairs for your event, a fee of \$150 will be charged to remove and replace our chairs after completion of your event. We have 40 round 60" guest tables and 350 chairs. Should your guest list exceed 350 the additional chairs and tables needed will be at the expense of the client.
- The Vineyards reserves the right to control the volume level for any event entertainment including bands, DJ, etc.
- The Vineyards is open to the public until 6 pm during events. Inside access to the tasting bar will not be available past 6 pm unless rented. Decorations must be kept at a minimum.
- We want you and your guests to be as comfortable as possible. For warmer months please keep in mind that The Vineyards is not air conditioned and your guests should be advised to dress appropriately.
- The Vineyards requires rental of a heater(s) if "weather.com" forecasts a low temperature of 60 degrees Fahrenheit or below for your event. Setup and removal will be taken care of by The Vineyards. The client is responsible for the rental fee.
- The Vineyards is not responsible for any personal property, gifts, decorations, equipment or other belongings brought into the facility by the client or the client's guests.

\*Please remember to inform your guests the Vineyards Pavilion is an outdoor event space\*

## Additional Charges

Sales Tax: Sales tax is included on all venue fees but will be charged on beverages at current rate.

Service Charge: A service charge equal to 20% of all beverages is added to the final bill.

Credit card payments are subject to a 3.5% service charge.

## Optional Rental Items

Additional Wine Barrels \$40 each

Chandelier \$75

Wooden Backdrop \$50

Heaters \$100 each (4 heater minimum if temperature is below 60 degrees Fahrenheit)

## Grafton Winery The Vineyards Rental Agreement

The Grafton Winery The Vineyards is holding on a tentative basis, the following arrangements for \_\_\_\_\_ (Name) \_\_\_\_\_ (Date) When signed and returned along with the required monies, this letter of agreement will be considered definite. Please sign and return the entire agreement as soon as possible.

### Company Information

Names: \_\_\_\_\_

Phone #: \_\_\_\_\_ Other Contact Phone #: \_\_\_\_\_

Email Addresses: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Event Information

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Location: \_\_\_ Pavilion Only \_\_\_ Tasting Room Only (after 6pm)  
\_\_\_ Pavilion & Tasting Room

Approx. # of Guests: \_\_\_\_\_ (final headcount is due two weeks prior to the event)

Bar Options: \_\_\_ 1hr (\$14 person) \_\_\_ 2hr(\$16 person)\_\_\_ 3hr(\$20 person) \_\_\_ 4hr(\$23 person)  
\_\_\_ Open Bar (\$500 min.+20% ) \_\_\_ Cash Bar (\$500 min) \_\_\_ Non-Alcoholic(\$750 Min+ 20%)

**For questions or more information, please contact 618-786-3001 or  
events@thegraffonwinery.com.**

Credit cards must be on file for any damages, unpaid charges and other incidentals.

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

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

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

(The Grafton Winery reserves the right to charge the card on file if any of the above rules or regulations are broken. The Grafton Winery reserves the right to charge the card on file for any open balances pertaining to the above event. The Grafton Winery reserves the right to charge the card on file for any damages during scheduled event by client or client's guests)

**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 equal to 50% of the venue fee 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 6 months prior to the event. Any event booked less than 6 months in advance will have an entire venue fee and rental items 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.

**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** \_\_\_\_\_

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.

|                |       |                    |       |
|----------------|-------|--------------------|-------|
| _____          | _____ | _____              | _____ |
| Grafton Winery | Date  | Customer Signature | Date  |