



Congratulations on your engagement and welcome to one of the most exciting times of your life!  
Thank you for considering The Vineyards for your special day.  
Our beautiful venue and knowledgeable staff will exceed your expectations to assure your wedding day is just how you dreamed it would be.

The prices are based on a 4-hour reception rental. Venue fee and taxes are included in the price.  
Wedding receptions must end promptly at 10pm and all guests and decorations will need to exit by 11pm.  
Wedding Reception Rental Fees December through March (up to 350 guests)

### **Off Season Pavilion Package**

(December - March)

**For questions or more information, please contact 618-786-3001 or [events@thegraftonwinery.com](mailto:events@thegraftonwinery.com).**

**Saturday - Pavilion \$2200      Pavilion and Tasting Bar \$3200**  
**Friday and Sunday - Pavilion \$1200      Pavilion and Tasting Bar \$2200**

### **Outdoor Ceremony (Weather Permitting)**

**Ceremony Fee is \$250 plus \$2 per chair**

(We are able to set up to 150 chairs on the lakeside patio. Patio area is not equipped with wheelchair accessibility. Additional seating may be added by renting straw bales. We strive to make your event special, although if inclement weather arises, we reserve the right to move ceremonies inside or omit outside chairs, without reimbursement. **Ceremonies can only be booked in conjunction with the Pavilion**)

#### **Rental fee includes**

- Exclusive use of the spacious outdoor pavilion
  - Wine sampling for 6 people after booking
- Round guest tables and white chairs (see details)
  - Accessory tables: Head table, Cake, Gift & DJ
- Floor length linens and napkins for guest and accessory tables
- Setup and clean up service for items provided by The Vineyards
  - Bartenders and support staff for the duration of the event
    - Ceremony Rehearsal if wedding onsite
    - Bridal dressing room
  - Engagement Picture locations
  - Sound System

## 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.

For more information please call 618-786-3001 or email [events@thegraftonwinery.com](mailto:events@thegraftonwinery.com)

## Decorations

- Decorating can begin as early as 11am on the day of the event. Please keep in mind that this is an outdoor venue and plan your decorations accordingly. The Vineyards does not provide decorations or storage.
- 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. Nothing may be taped or attached to the walls or ceiling.
- 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. *Grafton Winery staff is not responsible for directing vendors, setting up food or cake tables, carrying vendor equipment to the lawn or inside.*

## Bridal Suite

The bridal suite is free for your use between 10am to 6pm. The bridal suite provides a private restroom, dress hooks, makeup seating for up to four at a time, ample lighting, and additional bench seating. If you would like to utilize the suite prior to 10am there is a charge of \$75 per hour. The Vineyard is not responsible for any lost or stolen items.

## Ceremony Rehearsal

We are more than happy to set up a ceremony rehearsal time prior to the event. Please meet with our Event Coordinator on the best day and time for you and your wedding party. The Vineyards location closes at 6pm and rehearsals must finish by 7pm.

## 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 make your wedding day everything you imagined it to be...and more!

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

Choose the baker of your choice for your cake. If you don't have a favorite we would be happy to suggest one.

Please advise your baker that your reception venue is outdoors and inform them of the timing of your event so that they may schedule delivery accordingly.

### **Just a few other details**

- The venue space must be vacated by 6:00 pm with the beverage service and music ending at 5:00pm. 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 6:00 pm.
- While we provide white plastic dining chairs, other chair options are available for an additional fee. 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 reserves the right for the tasting bar to be open to the public until 6p.m. during events. Inside access to the tasting bar will not be available past 6 p.m.
- 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\*

### **Personalized Labels**

It is the details that will make your day unforgettable and customized labels are a great addition to any event. We will customize labels for you on all of our wines. There are no minimums so get as many as you like. Ask your event coordinator for more details.

### **Lodging**

**www.graftonillodging.com.** We woAdjacent to the Vineyards is Lagniappe Place Guest House, with charming accommodations for 6 to 8 guests. The perfect place for the wedding family, be it the bride or groom. For more information call 618-786-2387 or refer to the web address at [www.lagnippeplace.com](http://www.lagnippeplace.com). Just 4 miles away in Grafton you will find many excellent lodging choices. You can view all the choices at **www.graftonillodging.com**.

### **Rental & Optional Items**

Additional Wine Barrels \$40 each

Chandelier \$75

Wooden Backdrop \$50

S'mores Bar \$50 / S'mores Ingredients not included

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

Straw Bales \$7.75 each (30 bale minimum) / Linens to cover bales for additional fee

Additional reception hour

Fruit and Cheese platter for Bridal Suite \$85

Additional reception hour

Sparkling wine toast

### Additional Charges

Sales Tax: Sales tax will be charged on beverages at the current rate.

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

With Credit Card payments, a 3.5% fee will be added

## Grafton Winery The Vineyards Rental Agreement

The Grafton Winery The Vineyards is holding on a tentative basis, the following arrangements for \_\_\_\_\_ (names) for the following 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.

### Couple's Information

Couple's Names: \_\_\_\_\_

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

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

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

### Event Information

Event Date: \_\_\_\_\_ Ceremony Time: \_\_\_\_\_ Reception Start Time: \_\_\_\_\_

Reception End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Ceremony & Reception \_\_\_\_\_ Reception Only

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%)

### Rental items

\_\_\_\_\_ Wine Barrels (\$40) \_\_\_\_\_ Chandelier (\$75) \_\_\_\_\_ Wooden Backdrop (\$50) \_\_\_\_\_ Smores Bar (\$50)

\_\_\_\_\_ Smores Ingredients (at current pricing)

\_\_\_\_\_ Heaters (\$100 each / 4 heater minimum if temp below 60 degrees

\_\_\_\_\_ Fruit and Cheese Platter for Bridal Suite \$95

\_\_\_\_\_ Straw bales (\$7.75 ea / 30 bale minimum) \_\_\_\_\_ Linens to cover bales at current price

Rental Items are subject to Availability

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.

X \_\_\_\_\_ X \_\_\_\_\_  
Grafton Winery Date Customer Signature Date