



21028 Eckert's Orchard Road Grafton, IL 62037 618-786-3004 [www.thegraftonwinery.com](http://www.thegraftonwinery.com)  
events@thegraftonwinery.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.

\_\_\_\_\_ **Fireplace Area** (up to 35 seated guests) \$140.00 venue fee.

\*Spending minimum \$250.00 in beverages plus a 20% service charge and tax.

This is a reserved casual seating area in the main Tasting Room located around the fireplace.

We have a time limit of 4 hours.

**(May-October parties must begin between 11am-12pm)**

The Grafton Winery is holding on a tentative basis, the following arrangements for \_\_\_\_\_. 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 \$100.00 non-refundable first payment is required to book.**

**Menu:** Guests are allowed to bring their own picnic style foods (no crockpots), but may NOT bring in outside beverages. Professionally catered food **MUST** be ordered from one of our preferred caterers. See List. The venue fee provides a linen covered gift and food table. Menu selection and set-up details should be arranged 10 days in advance of your event.

Final specifications will be detailed at least 10 days prior to event. Changes to the event setup may result in a charge to the customer. All furniture must stay in place unless approved by the event staff.

- **Banners &/or decorations:** No items may be affixed to the walls, doors, light fixtures, windows, or ceiling. All client signage must have the Grafton Winery approval prior to posting. Please do not use glitter, rice, confetti, sand, etc. Any balloons must be secured or we will charge a retrieval fee of \$75.00, if they get loose.

**Beverages:** If alcoholic beverages are to be served on the Grafton Winery premises, the Grafton Winery will require that beverages be purchased by the Grafton Winery and will be dispensed only by the Grafton Winery servers and bartenders. In accordance with the state and local law, it is the Grafton Winery's policy 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 Grafton Winery's sole judgment, appears intoxicated. There is to be no outside alcohol to be brought in the building. If outside alcohol is found in the event there will be a **\$250.00 fee** incurred, the alcohol will be confiscated. If outside alcohol is found again, the event will be terminated immediately and no refund will be allowed. If anyone under 21 is found consuming alcoholic beverages, the Grafton Winery reserves the right to terminate the event immediately without refund.

**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. When using Grafton Winery wine glasses, there will be a \$3.00 fee per glass for any unreturned or broken winery glasses. 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.

**Payment:** At the time of signing, a non-refundable first payment . **The remaining amount must be paid by cash or credit card 2 weeks before the event.**

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

The Grafton Winery requires payment in full 10 days prior to the event. \_\_\_\_\_(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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Contract Information:**

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

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

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

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

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

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

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

**Venue Fee:** \_\_\_\_\_

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

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

**Credit Card #:** \_\_\_\_\_

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

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

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



### **Guidelines:**

- Absolutely no outside beverages are permitted. (This includes Grafton Winery wines purchased off site.) Coolers, large bags, and baskets will be checked by staff upon arrival.
- Picnic style foods are allowed (no crockpots) , but professionally catered food must be purchased via one of our preferred caterers: Concetta's, Tornatore's or Orlando's
- 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.
- Decorations may not be tacked or taped to the walls, windows, or doors.
- Production windows, in the Main Tasting Room, may not be blocked.
- Decorations may not be hung from light fixtures.
- We do not supply ladders or step stools for decorating.
- We do not offer access to the Vineyard's kitchen space or refrigerators.
- Customers are not allowed access behind production doors.