



Wedding Mini-mony

50 or Less Guests

Only \$2500

- Ceremony / Reception Room Rental
 - Bridal Dressing Room
- Round Tables of 6 with floor length linens and napkins
 - Tables for Cake / Favors / DJ
 - A Classic plated meal for each guest
 - Sparkling wine toast for your head table
- Bartenders and support staff for the entire event

The prices are based on a 4-hour ceremony / reception rental.

Venue fee and taxes are included in the price.

Wedding receptions must end promptly at 10 pm and all guests and decorations will need to exit by 11 pm. If inclement weather arises, we reserve the right to move ceremonies inside the Pavilion.

Decorations

- Please keep in mind that this 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 would need. Glitter, confetti, rice, silly string and birdseed are not permitted. 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. Absolutely no open flames allowed.**
- A qualified, licensed, and insured lighting or décor vendor is welcome to suspend décor items on the pergola or magnetically from the pavilion ceiling 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 and charged to the card we have on file. *Grafton Winery staff is not responsible for directing vendors, setting up food or cake tables, carrying vendor equipment to the lawn or inside.*
- 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.

Bridal Suite

The bridal suite is free for your use between 10am to 10pm. 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.

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.

Cake

Choose the baker of your choice for your wedding 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.

Personalized Labels

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

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 per hour for anyone remaining in the event space after 11:00 pm. We will charge the card on file for these fees..
- The Vineyards reserves the right to control the volume level for any event entertainment including bands, DJ, etc.
- The Vineyards tasting bar is open to the public until 6 pm during events. Decorations must be kept to a minimum. Inside access to the tasting bar will not be available past 6 pm unless rented.
- 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 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 _____ 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