



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 March through November (up to 350 guests)

Saturday - Pavilion \$3,200 Pavilion and Tasting Bar \$4,200

Friday and Sunday - Pavilion \$2,200 Pavilion and Tasting Bar \$3,200

Outdoor Ceremony

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
- Complimentary wine sampling for 6 people after booking
 - Round guest tables and white chairs (see details)
 - Accessory tables: cake, gift, DJ and head table
- 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

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. 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. 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. 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.
- Client/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 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's is not responsible for any lost or stolen items.

Ceremony Rehearsal

We are more than happy to setup 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 (Ideal for Cocktail Hour)
- 2 hours - \$16 per person plus tax and service charge (Ideal for 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. 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.

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

Please note there is to be no outside alcohol brought in the building. 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 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. If any person under 21 is found to be consuming alcoholic beverages, Grafton Winery reserves the right to terminate the event immediately without refund.

Catering

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**

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

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.

Lodging

Adjacent to the Vineyards is Lagnippe 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. Just 4 miles away in Grafton you will find many excellent lodging choices. You can view all the choices at **www.graftonillodging.com**. We would be happy to make recommendations based on your needs

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.
- 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 6 pm during events. 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

Rental & Optional Items

Wine Barrels \$40 each

Chandelier \$75

Wooden Backdrop \$50

S’mores Bar (S’mores ingredients not included) \$50

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

Straw Bales \$7.75 each (30 bale minimum)

Fruit and Cheese platter for Bridal Suite \$85

Please Check with the Event Coordinator for prices on the following items:

Linens to cover straw bales

Additional reception hour

Case of Wine with personalized labels

Sparkling wine toast

Payments

To reserve the date, you must make your first payment equal to 50% of the venue fee and sign a contract. This first payment is non-refundable. This can be made by credit card (credit card payments will have a 3.5% fee added), check or cash. A credit card must be on file for any incidentals and/or damages to the property. A non-refundable balance of payment is due 3 months prior to event. Any event booked less than 3 months in advance will need to be paid in full at the time of booking, this payment will also be non-refundable.

Grafton Winery The Vineyards Rental Agreement

The Grafton Winery The Vineyards is holding on a tentative basis, the following arrangements for _____ (name) 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 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 Package _____ 2hr Package _____ 3hr Bar Package _____ 4hr Bar Package
_____ Cash Bar _____ Non-Alcoholic

Rental items: _____

Cardholder Name: _____

Credit Card #: _____

Expiration Date: _____

