



# HOSTING EVENTS AT OUR WINERY

Gather a group of friends and family together for a special event at the winery. Guests are provided tastings from a selection of wines decided by the winery and the opportunity to purchase wine by the glass or bottle. Adequate time must be given to the winery staff for large groups of guests tasting. We may select small groups at a time to participate in tastings.

Non-alcoholic drinks are also available for purchase those under 21 years of age. Designated drivers will be provided a non-alcoholic beverage at no cost.

The event can be no-host (guests pay) or hosted (Event planner pays) or a combination of the two. The Event Planner can provide their own decorations and food or arrange for assistance with these items as described below.

During normal business hours, the winery will remain open to the public. ***Your reservation assures that there will be space available for your guests.***

During normal business hours your reservation cost is:

\$25 per hour for a party of 15-25 guests

\$35 per hours for a party of 26+ guests

After normal business hours:

\$35 an hour for a party up to 25 guests

\$45 an hour for a party 26+ guests

***There will be a fee of \$10 per person in the party.*** The cost will cover their tastings. This can be no-host (guests pay) or hosted (Event Planner pays)

## **Food and Wine options that can be added onto scheduled events**

**Wine Bar \$50 Flat fee PLUS wine at retail:** Wine will be served by winery staff. Wine can either be sold on a “cash bar” basis (where guests pay for their own beverages) or a host can pay for all opened bottles. Limits may be set by either the winery or host. “Soft drink” option can be added

**Food Table \$20:** An 8-foot rectangular table or 4 foot table can be added to any setting as a food buffet or cake table. A canopy may be provided over the food table relative to weather conditions



# HOSTING EVENTS AT OUR WINERY

**Food Options:** The winery currently has no food preparation service. Limited to light fare options (i.e. cheese boards, Charcuterie boards are available for purchase. ***You must make the request for food options 2 weeks prior to your event.***

\$20 Cheese boards (serves 4-6 people)

\$35 Charcuterie boards (serves 4-6 people)

\$8 per assortment of additional crackers available for purchase

**Reservation:** A reservation can be initiated by phone, voicemail or email. The reservation is not confirmed until written confirmation is received from the winery by the group's official contact person. By making the reservation, the contact person agrees they have read the policies found in this document (Other Considerations) and agrees to be bound by them.

See "Other Considerations" section below

## **Other Considerations:**

For all reservations and rental situations: Alcohol is restricted to The New River Vineyard & Winery wine only. NO OUTSIDE ALCOHOL. NO BEER. NO LIQUOR. NO EXCEPTIONS. This is in adherence to the limitations of the Virginia Farm Winery Permit and not meant to be proprietary.

**Food:** All food must be supplied or authorized by the winery. Any special food allergies must be addressed prior to the event if the winery is providing light fare.

**Decorations:** Groups are welcome to contribute decorative items to their reserved setting but are asked to choose materials carefully. No hanging of any item is allowed. Table décor and tethered balloons are better solutions. Candles should be shielded by glass or other non-flammable material. No scented candles, oils or potpourri are allowed. No wet, greasy or sticky substances such as bubble machines, fog machines, dance floor wax or silly string, etc. Floral arrangements should be in an oasis base with very little water. Any permanent damage created by these clearly stated substances will be considered willful damage. The winery will not be held liable for any injury, damage, or loss as a result of items brought in.

**Set up and Tear Down:** Reservation times should include time needed for set-up and tear-down including photography. The winery agrees to have reserved tables, chairs and tablecloths in place before the time begins unless other arrangements are made. Exceeding time limits may result in an additional fee per hour. In all cases, music and DJs must stop by 9pm.



# HOSTING EVENTS AT OUR WINERY

**Children & Pets:** Children as well as your well behave fur babies are always welcome and have the same access to the winery grounds as adults. However, children and pets, esp. small children must be supervised at all times and not allowed to wander off the property or into secure areas.

**Damage:** The official contact person making the reservation assumes full responsibility for the conduct of all persons in attendance on the contact's behalf or by their invitation, and also assumes full responsibility for any damages or loss as a result of the actions by said persons during their reserved event. Willful and malicious damage will be fully prosecuted. \*We break, we cry... You break, you buy\*

**Smoking:** No smoking is allowed within 8 feet of any structure. Please use the receptacles provided for cigarette butts. Excessive littering is considered damage.

**Alcohol Use:** The winery is bound to a strict policy of NO OUTSIDE alcohol. Any visitor found with an outside alcohol product will be asked to leave the premises (along with no refund). The adult guests should be mindful and supportive of preventing underage drinking. The winery has the right to ask the Entire party to leave if a minor is seen consuming alcohol or show signs of intoxication. (Again with no refund).

All guests should bear in mind it is illegal to be publicly intoxicated. A designated driver or Chauffeured service provides a measure of traveling safely, but does not excuse public intoxication of passengers.

**Alcohol Permits:** The Virginia Farm Winery permit issued to the winery is sovereign and applies to the entire property. The use of an Alcohol Catering permit or Type 118 permit is not permissible on the grounds. All alcohol service at the winery must be conducted by the winery staff.

**Item left unsupervised:** Equipment or items belonging to a guest or host must be brought in and removed the same day. The winery may charge an additional fee for and space taken up by left equipment. The winery does not guarantee the condition or safety of any items left unsupervised.



# HOSTING EVENTS AT OUR WINERY

## **Authority:**

- The winery seeks to respect the privacy of groups using the facility, but retains the authority to intervene ANY time, especially if an unlawful or unsafe situation is suspected.
- Winery staff (or any concerned individual) may call for emergency medical help on behalf of a guest and such intervention in NO WAY constitutes an admission of fault, neither is it an agreement to pay for medical services.
- The winery has a right to refuse alcohol service to anyone.
- The winery may request the help of local law enforcement in asserting the winery's authority.

**Other expressly disallowed:** Sorry, NO guns, any firearms carried onto the property should remain locked securely in a vehicle, no fireworks, and no paint balls.

**Payment:** For reserved totals over \$100, credit card information must be given to hold the date. The card must be pre-authorized for the estimated purchase, but will not be charged until services have been rendered or a cancellations is final.

**Cancellation:** A 50% cancellation fee will be charged for cancellations within 30 days of the reserved event. A 90% fee will be charged for cancellations of reserved events within 48 hours of the reserved event.

**Refunds:** It should be understood that outdoor venues are by nature **unpredictable**. In the circumstance that the winery is not able to provide a service as stated, the winery will not be held responsible due to acts of God, power outages, fire, flooding or inclement weather. No refunds or damages will be paid for disappointments that might include actions of other guests, air and road traffic, adjacent farming operations, country odors or any other situation that are out of the winery's control. The winery expects full payment when all efforts have been made in good faith. The quoted cost of any portion of requested services that was not provided due to failure on the winery's part, and not for any reasons aforementioned, will be deducted from the total charge.



# HOSTING EVENTS AT OUR WINERY

**Liability:** The winery is not responsible for the actions of any visitor while at the winery for any injuries, harm or damages that may result to other visitors (customers, party guests, vendors, promoter, etc.) or their property.

By Signing Below, The Host /Event Planner or Responsible party agrees to the terms and covenants contained in this agreement.

---

|   |           |      |
|---|-----------|------|
| Printed name of responsible party signatory | Signature | Date |
|---|-----------|------|

---

|                                     |           |      |
|-------------------------------------|-----------|------|
| Printed name of Winery owner/member | Signature | Date |
|-------------------------------------|-----------|------|

The New River Vineyard & Winery LLC  
6750 Falling Branch Road  
Fairlawn VA 24141  
540-633-0033



# HOSTING EVENTS AT OUR WINERY

## Winery event reservation

Business \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Deadline for Cancellation \_\_\_\_\_

Time of first arrival \_\_\_\_\_ Time of last departure \_\_\_\_\_

Hours open to the public \_\_\_\_\_ Description of Event \_\_\_\_\_

Accommodation requested \_\_\_\_\_

List activities conducted by party \_\_\_\_\_

List of hazardous equipment used by party \_\_\_\_\_

Estimated attendance for total event \_\_\_\_\_

Damage Deposit \_\_\_\_\_ Cost per person \$10 x ( \_\_\_\_\_ )

Additional services \_\_\_\_\_

Total time of event \_\_\_\_\_ Total cost for event \$ \_\_\_\_\_