



## Rivah Vineyards at the Grove Event Agreement and Rules

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This agreement constitutes a contract between Rivah Vineyards at the Groves, Inc. and

Responsible Party: Name: \_\_\_\_\_

Bride and Groom, full names: \_\_\_\_\_

Responsible Party mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Home Telephone (If applicable): \_\_\_\_\_ Cell Phone \_\_\_\_\_

Date of Event(s): \_\_\_\_\_

Time of Event(s): \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Credit Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ No. on back of card \_\_\_\_\_

\*\*My signature on this contract allows Rivah Vineyards at the Groves to charge any pending charges on the above credit card number.

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Time: 5 PM – 11 PM Fee: \$ \_\_\_\_\_ initial to accept (Site Fee: \$5000., and any other amenities provided by Rivah Vineyards at the Grove.

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The above Responsible Party agrees to meet all the deposit and payment schedules as listed in the Agreement and adhere to all the terms and conditions listed by Rivah Vineyards at the Groves Guidelines. The Responsible Party is liable for any misuse and/or damage to Rivah Vineyards at the Grove property by the Responsible Party and/or their guests during the rental period. Initial \_\_\_\_\_

**Coordinator:** Rivah Vineyards requires all events to have a coordinator on site the day of the event. An event timeline should be submitted to Rivah Vineyards prior to the event. Initial \_\_\_\_\_

Name of Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Site Fee:** The site fee is \$ \_\_\_\_\_. This site fee includes one hour for a rehearsal. The rehearsal must occur between Noon and 5 pm the day prior to the wedding. Initial: \_\_\_\_\_

**Deposit:** A non-refundable booking fee of \$1000 is required to book the date of the event. This fee will go toward the overall payment. The final balance is due 2 weeks prior to the day of the event and is non-refundable. In the unfortunate event that your wedding/event is cancelled, please contact Rivah Vineyards Winery as soon as possible. Initial: \_\_\_\_\_

**Security Deposit:** A security deposit of \$1000 is due 30 days prior to the event. The security deposit is fully refundable if the buildings and grounds are left just as they were before the event, to the specification of Rivah Vineyards at the Grove. Rivah Vineyards reserves the right to charge for any damages, inappropriate behavior, hard alcohol brought on property, or additional cleaning required. An active credit card authorization for this amount must be kept on file.  
Initial: \_\_\_\_\_

**Insurance:** The lessee must provide a Certificate of Insurance providing evidence of \$1,000,000 General Liability insurance for the event. The certificate shall name Rivah Vineyards at the Grove, Inc. as an additional insured. The certificate is most easily available through your homeowner's insurance policy or online. The certificate must be on file 30 days prior to the event.  
Initial: \_\_\_\_\_

**Disclaimer:** Rivah Vineyards Estate Vineyards is not responsible for injuries, damages or losses that may occur during the event. Initial: \_\_\_\_\_

**Facility:** The site fee covers the time from 5:00 PM -11:00 PM on the day of the event unless prior arrangements have been made with Rivah Vineyards at the Grove. Break-down/Clean-up will only be permitted immediately following the event and not to exceed 2 hours. No Alcoholic beverages will be served after 10:30 PM. A curfew of 10:30 PM is absolutely enforced for music. All guests must exit the premises by 11:00 pm. Initial: \_\_\_\_\_

**Setup and Breakdown:** All decorations must be approved in advance with Rivah Vineyards. In addition, it is the responsibility of the Lessee to handle the setup and breakdown of the event. In most cases, your caterer will handle this for you, including setup and breakdown of tables and chairs, set up and removal of all decorations and removal of trash. A trash bin will be provided for you. Initial: \_\_\_\_\_

**Vendor Contracting:** The lessee will be responsible for the hiring of all vendors for the event. Rivah Vineyards requires a "full service" licensed caterer. The caterer will be required to sign a catering contract with Rivah Vineyards. A list of preferred caterers will be provided if you wish and while you are not required to use caterers from this list, these are vendors we have conducted business with before and have good working relationships established. Initial: \_\_\_\_\_

All vendors working the event must be licensed and provide proof of insurance. Rivah Vineyards requires a licensed professional to operate and / or perform any music played at Rivah Vineyards. Initial: \_\_\_\_\_

**Wine and Beer Service:** All wine must be purchased through Rivah Vineyards at the Grove. You may have beer at your event, but the Lessee is responsible for purchasing the beer and acquiring a Virginia ABC license for the event. In addition, all clean-up of bottles and cans must be done by the Lessee. No hard liquor is allowed on the premises. There is no corkage fee for Champagne if the catering staff opens and serves. Rivah Vineyards will provide two staff members to handle bar service; tableside service should be handled by your caterer. No one under the age of 21 will be permitted to consume any alcoholic beverages of any kind. Rivah Vineyards and its employees reserve the right to I.D. anyone and refuse service to anyone they feel is intoxicated. Any beverage not pre-authorized will be confiscated. Initial: \_\_\_\_\_

**Restrooms:** Rivah Vineyards has 2 restrooms available. Preceding the event our staff will ensure that the restrooms have been cleaned and are stocked with toilet paper, paper towels and soap. During the event the on-site manager will maintain the cleanliness of the restrooms. Rivah Vineyards will not be held liable for clogged toilets or other plumbing issues that occur over the course of the event. A \$500.00 cleaning fee will be billed for any vomit that occurs during the course of your event.  
Initial: \_\_\_\_\_

**Security and Parking:** Rivah Vineyards at the Grove provides security for weddings. It is the responsibility of the wedding

party to make sure that parking is managed and all vehicles are in appropriate places. Initial: \_\_\_\_\_

**Rental Items:** The rental company will be contacted separately by Responsible Party or Coordinator. Responsible party or Coordinator will assist in the coordination, receipt and pickup of rental items. Rivah Vineyards is not responsible for any lost or damaged items during the event. Initial: \_\_\_\_\_

**Smoking:** Smoking is only allowed outside near the cigarette disposal receptacle. All smoking waste must be contained within the receptacle. Initial: \_\_\_\_\_

**Pets:** No pets are allowed at Rivah Vineyards during the Event unless otherwise cleared with management. Initial: \_\_\_\_\_

**Decorations and thrown items:** Please let us know prior to your event date what decorations or displays will be used and how they will be set up. We wish to verify that all items are safe and will not damage the structure of surfaces of the property. Any thrown items must be biodegradable, safe for animals and humans or completely cleaned up. Initial: \_\_\_\_\_

**Swimming & Boating:** Swimming is not allowed in the River from the Rivah Vineyards property. Boating is welcomed during the day, but not permissible after dark from the Rivah Vineyards property.

**Children:** Children are allowed on property but they must be under parent or guardian supervision at all times. Children may not be left unattended at any time on the property. Rivah Vineyards reserves the right to take necessary action if a child is or if children are endangering themselves or property. Initial: \_\_\_\_\_

**Rivah Vineyards Responsibilities:** Rivah Vineyards will have one on-site manager to oversee the event and safety, cleanliness, enforce policies and as a property resource.

The Responsible Party agrees to indemnify and hold harmless Rivah Vineyards at the Grove, Inc. from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by Rivah Vineyards as a result of any claims or suits that Rivah Vineyards (or any claiming by, under or through Rivah Vineyards) may bring against Rivah Vineyards to recover any losses, liabilities, costs, damages, or expenses which arise during or as a result of the Responsible Party's event regardless of whether or not caused in whole or in part by the negligence or other fault of Rivah Vineyards.

I have carefully read and do understand the Event Agreement and Rules including the Hold Harmless and Indemnification portion. Any additions, deletions or revisions must be made in writing and approved by both parties. This Agreement and Rules document with initial downpayment intends to reserve the event date and space for the Responsible Party.

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Responsible Party

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rivah Vineyards Representative

Print Name: William Bryce Taylor, Owner/Manager

Signature \_\_\_\_\_ Date: \_\_\_\_\_