



## Main Floor

- For parties of 32 or less. Seating will not be arranged on main floor for over 32 guest. If your guests exceeds this amount you will be charged an extra \$50 fee.
  - 2 hour reservation with 1 hour prior to reservation time for decorating and 30-45 minutes after event for clean up.
  - By signing this form you understand that this reservation is NOT PRIVATE, it guarantees you a section of the room and the seating for your reserved time. The bar will remain open for regular business hours. We CANNOT control the amount of people that come in during our regular business hours during your reserved time.
  - Rental Fee **MAIN FLOOR RESERVATION**  
**\$100/2 hours and \$50/hr after 2 hrs. (\$50 non refundable deposit required to hold date)**
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## Banquet Room or Winery Private

- Rental of the BR/WP requires a 10% deposit of venue rental amount to reserve date. The remainder of the balance is due one week prior to the event date. By the hour rental is a \$50 deposit
- Outdoor seating is not provided in the rental price. Your party would be responsible for providing your own outdoor seating if desired.
- If another event has not already booked the venue the day prior to your event date you may come in to decorate, rehearsal, etc.
- If you wish to bring in decorations at an earlier date or have the banquet room available to you sooner than 1 day prior to rental there will be a \$150 per day fee.
- You are responsible for the items brought onto the premise to be removed the night of the event, unless otherwise arranged with I.V. employee. This also includes any signs or ballots that are placed out along the roads. An extra \$150 per day fee will be included if not removed by the noted timeframe.
- Banquet room rental includes the venue, grounds, indoor chairs and tables. Our services do not include any wedding planning or coordinating. If you wish to have someone provided by I.V. to serve dessert, set up your provided centerpieces, etc. There will be an additional fee that must be paid 60 days in advance and approved by an I.V. owner.
- Rental Fee **BANQUET ROOM**
  - **By the hour parties : \$100/hr under 50 people & \$150/hr over 50 people**
  - **Weddings: \$1600 (\$200 will be refunded 7-10 days after event if no damages) + 18% (\$252) gratuity based off \$1,400.**
- **WINERY PRIVATE**
  - **\$3200 (\$200 will be refunded 7-10 days after event if no damages) + 18% (\$540) gratuity based off \$3,000.**



**Applies to both**

- Alcohol tabs can be ran and paid for at the end of the evening of your event, unless we are pre ordering a special request that must be paid for in advance. You do not have to purchase a minimum amount of alcohol for rentals.
- Serious illness or death within immediate family resulting in cancellation of reserved date will receive a full refund with a doctor's note, excluding the deposit. Other circumstances are under the discretion of I.V. if notified within 90 days before the event, otherwise no refunds will be issued.
- You agree to either provide your own table coverings or rent from I.V. for all tables that are property of I.V.
- You understand the **NO** alcohol can be brought onto the premise and that if purchasing alcohol it must be done through I.V. If alcohol not purchased or permitted to our licensing restrictions (NO hard liquor) if found you will be asked to throw it away or if problems occur you or your guests will be asked to leave the premise.
- Any non-alcoholic beverages, like bottled water and soda, that are not provided by a hired catering service must be purchased by I.V.
- I.V. does not supply items such as tape, scissors, to go containers, foil, etc.

Thank you for choosing Irene's Vineyard and Winery as your event venue! We look forward to serving you!

\*\*\*By signing below you are stating that you have read and agree/understand that statements above.

Customer: \_\_\_\_\_

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

I.V. Employee: \_\_\_\_\_

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