



Graveyard Vineyards

Special Events and Weddings

Graveyard Vineyards is a distinctive and unique property nestled in the Pleasant Valley region of Paso Robles, California. This picturesque property is a perfect setting for weddings, vow renewals and special events. Our property boasts a pond with a walkout dock, bordered with mature Weeping Willow trees. Beautiful oak trees and a landscape of rolling vineyards surround the property.

Graveyard Vineyards is a charming venue for weddings and many different types of events from birthdays, retirement parties to corporate events.

Your guests will enjoy the ambiance of our grounds, as well as our award winning estate wines. The barn-style tasting room and/or barrel room may be used for an intimate indoor setting and we can assist you in finding the right people to make your day a success, from flowers to entertainment.

Graveyard Vineyards Skeleton Key Club Members enjoy a 10% discount on our Event Packages.

GRAVEYARD VINEYARDS EVENT RESERVATION DETAIL

Rev.09/11/16

Today's Date _____ **Event Date** _____

How did you hear about Graveyard Vineyards? _____

CUSTOMER INFORMATION

Client Name _____ Phone # _____

Contact _____ Phone# _____

Address _____ Zip Code _____

Alternate Contact Name _____ Title _____

Phone _____ Cell Phone _____ Email _____

EVENT INFORMATION

Type of Event _____ # of Attendees _____

Catering: Yes ___ Catering Co. _____

Additional Rentals Needed? Yes _____ if yes, see attached order form

Dancing? Yes ___ No ___ If yes, Outdoors ___ Indoors ___ Band / DJ Name & Phone # _____

Event Planner _____

Alcohol? Yes ___ No ___

Event Hours _____ to _____

Set up: Friday _____ Saturday _____ Other _____

FEES

Weddings & Receptions (8 hrs.) \$4,500 = \$ _____

Wedding Ceremony only (4hrs) \$3,500 = \$ _____

Includes chair & table set up, tear down, janitorial, 1 hr. of personalization by client.

Non-Wedding Event (8hr event) \$2500 = \$ _____

Hourly/Other _____ \$250 = \$ _____

Reservation Deposit \$800 = (\$ _____)

Security Deposit (refundable) \$500 = \$ _____

Additional Rentals (itemized list attached) = \$ _____

Total Charges \$ _____

Make checks payable to Graveyard Vineyards

Payments:

\$ _____ Date Pd. _____ Pmt. Method _____ Reservation fee Bal. due \$ _____

\$ _____ Date Pd. _____ Pmt. Method _____ Bal. due \$ _____

\$ _____ Date Pd. _____ Pmt. Method _____ Bal. due \$ _____

\$ _____ Date Pd. _____ Pmt. Method _____ Bal. due \$ _____

Graveyard Vineyards

Policies & Procedures

Rental Fee Inclusion

8 Hour Event: 2 Hour @ N/C for set up, decorating, etc.
Wedding / Receptions: Event Time: 8 hours
All Events: Music must end at 10:00 pm
Tear Down / Wrap up: All tear down must be complete by 11:00 pm

Furniture: 8, 6' rectangle tables, 50 folding, padded wood chairs, white or mahogany tone

NOTE: Graveyard Vineyards will coordinate additional rental items needed. An invoice will be generated and presented to client for payment.

Final Payment

Final payment is due three weeks prior to the event. A **non-refundable** reservation deposit of \$800 will be due at time of booking. If final payment is not made at least three (3) weeks before, the date may be released for re-booking.

Times of Use

10:00 am – 10:00 pm (depending on event)

All quests and service providers must be off of the premises by 10:30 p.m. If the building is not vacated by 10:30, overtime charges will be assessed at the rate of \$135 per hour billed in 30 minute increments. Overtime charges will be deducted from the security deposit.

There is limited facilities for the storage of rental equipment before or after the event.

Finalization of Event Plan

Final plans for the use of the Graveyard Vineyards property, including hours of usage and areas to be used must be decided on and communicated to Graveyard Vineyards at least three weeks prior to the event. Failure to pay outstanding charges by the deadline is subject to cancellation without refund. You will be expected to abide by the hours you have reserved. Credit or refunds will not be given for unused hours.

Client will provide agent with a list of vendors and any special requests from each (extra power, access, etc.).

Security

Security and/or supervision is required for all night-time events and all events where alcohol is served. Security and/or supervision will be coordinated and provided by Graveyard Vineyards.

Alcohol

Alcohol is allowed during private events to invited guests only. Under no circumstances will alcohol be served to the general public or to minors. Alcohol shall not be served for more than five (5) hours. Security and/or supervision is required when alcohol is being served. No outside alcohol is allowed on the property. Graveyard Vineyards will provide alcohol and service of same.

Food Service

It is understood that Graveyard Vineyards does not provide kitchen facilities. All food is to be prepared off site by a licensed caterer and transported to the venue.

Exterior use of tents, canopies or fixtures require prior written approval three weeks prior to the event.

Decorations

Glitter and rice are not permitted. No tacks, nails or tape is permitted to interior walls. Flower petals must be organic. Floral wire may not be used in trees or on plants.

Cleaning

Janitorial services are included in the rental rates.

Smoking

Smoking on any part of the event areas is strictly prohibited. Smoking is not allowed in the parking lot and only off the property grounds. If cigarette butts or cigars are left inside the security deposit will be forfeited in part or entirely. **(Initials)**

Designated Contact

A designated contact person or persons (maximum of two) must be designated three (3) weeks before the event. This person will be responsible for following rules pertaining to the use of the venue, will be designated contact and will be in attendance for the duration of the event. Venue personnel will not take direction from anyone other than the designated contacts.

Service Providers The lessee may secure the service providers of their choice and will assume and accept full responsibility for damage or problems caused by the neglect, unprofessionalism or inexperience caused by them.

Graveyard Vineyards will provide a list of preferred service providers to client if needed. Use of preferred service providers is not mandatory however additional deposits and fees may apply if they are not used.

Food Service / Catering: Full service catering is highly recommended. This means a licensed, professional who will prepare and serve the meal as well as provide clean up at the conclusion

of the event. All service ware must be rinsed, crated and placed outside the building in a designated space.

DJ Service: A professional DJ with a proven, established reputation is highly recommended. Additional fees may apply if a licensed professional is not used.

Children

Due to the pond and other natural terrain, all children must be supervised at all times.

_____ **(initial)**

Insurance

Lessee will provide an event insurance policy in the amount of one million dollars naming Graveyard Vineyards as additional insured. Policy is required at time of payment three (3) weeks prior to event.

Event Conclusion It is the responsibility of the client to ensure that event ends on time.

Requirements Checklist: **Due 3 weeks prior to event**

Date: _____

NOTE: Make checks payable to Graveyard Vineyards

- _____ Reservation Fee (non-refundable & applicable to total bill) \$800
- _____ Event Insurance Policy (obtain from your personal insurance carrier) Policy **must name Graveyard Vineyard as additional insured. This policy must apply to all times you are on the premises including set up and event times.**
- _____ Additional rentals list (if applicable)
- _____ List of service providers / vendors and timeline
- _____ Refundable cleaning / damage deposit \$500
- _____ Remaining Fees in the amount of \$_____

Lessee Initial _____

RENTAL AGREEMENT

Revised 5/4/15

This facilities Rental Agreement dated as of _____, is entered into between Graveyard Vineyards ("Lessor") and _____ (Lessee) for the rental of _____ for the following event _____ to be held on _____ (date of event) from _____ o'clock to _____ o'clock.

I. RENT

- A. The rental fees for the premises are detailed in the Graveyard Vineyards rental information sheet and are hereby agreed upon by the lessee and lessor as the appropriate fees to be charged under this facilities rental agreement (see attached).
- B. The balance of the rental fees are due three (3) weeks prior to the event. No exceptions. Should the event cancel, the reservation deposit will not be refunded.
 1. If fees are not paid by the three week deadline date, specified in this agreement, the Lessee's event will be cancelled and the deposit will be retained by the leasing agent.
 2. Rental Fees / Rental Times:
 - a. In making arrangements for your event, it is understood that all of the time you (lessee) or any person associated with your event may be considered "rental time" subject to hourly charges.
 - b. Rental time includes, but is not limited to, set-up, preparation, decorating and clean up.
 - c. The only acts that are not considered rental time are brief and reasonable deliveries of furniture and party rentals, flowers decoration, baked goods, etc. Every effort should be made to coordinate the delivery of the above items so they arrive at the same time.
 - d. Final plans for the use of Graveyard Vineyards must be decided and communicated to the leasing agent three weeks in advance of the event.
 - e. Lessor will be responsible for ensuring their event ends on time and for paying for time that exceeds their specified rental hours. Additional time will be billed in 15 minute increments and deducted from the cleaning / overtime deposit.
 - f. Graveyard Vineyards will not refund any rental fees from specified hours that the Lessor does not use.

II. DEPOSITS

It is agreed that the Lessee will pay a non-refundable reservation deposit of \$800.00 to reserve the date of the event and will pay the entire balance of the rental fee no later than three weeks prior to the event, deadline being _____ (deadline date).

Additional Deposits: Security / Cleaning / Damage = \$500.00

This deposit is refundable in its entirety if premise is left in good condition and all food service is cleaned and removed from the building. If part or all of the deposit is retained by leasing agent, a detailed explanation of charges will be provided to the lessee within ten working days of the event.

III. CANCELLATIONS

Cancellations should be made as soon as possible. Reservation deposits will not be refunded under any circumstances. If the entire rental fee was paid in advance and the cancellation is received three weeks or more before the event, a refund for the amount over the reservation fee will be made within 10 working days of the cancellation.

IV. USE

Lessee will be financially responsible for any damage done to the grounds or any of the Graveyard Vineyard contents during said event caused by the Lessee, any agent, guest, attendee, or any individual associated in any way with a guest, attendee or event service provider.

V. SUPERVISION / SECURITY

If "security" is deemed necessary, additional hourly fees of \$50.00 per security guard will apply. Security charges will be added to the Lessors rental agreement and must be paid for three weeks in advance of the event.

VI. GENERAL LIABILITY

Lessee, as a material part of the consideration to be rendered to the Lessor under this agreement, waives all the claims against the Graveyard Vineyards and rental agent for damages to all personal property for the Lessee, guests of the event, or anyone associated with the event, in, on, or about the premises, and for injuries to personals in or about the premises, from any cause arising at any time. **Lessee will provide an event waiver insurance policy in the amount of \$1,000,000.00 naming Graveyard Vineyards as "additional insured."** Furthermore, Lessee agrees to hold Graveyard Vineyards and its employees exempt and harmless for, and on account of, any damage or injury to any person or personal property of any person, arising from (1) Lessee's use of property, (b) Lessee's failure to keep the property and surrounding areas clean and in good condition. Graveyard Vineyards shall not be liable to Lessee for any damage by or from any act or negligence of any other actor related to the event or to the property. Lessee further agrees to pay for all damages to the premises, as well as damage to any property within the premises, theft from premises, including but not limited to flooring, walls , furniture lighting, appliances, etc. caused by misuse or neglect of himself or anyone in any way affiliated with the event or

a guest, agent, invitee thereof. Insurance policy must apply to anytime that you are in the building this includes but is not limited to set up times and event times.

VII. FINAL AGREEMENT AND AMENDMENTS

This agreement, coupled with the attached 'policies & procedures' constitutes the entire agreement between the Lessor and the Leasing Agent relating to the rental of the premises. Any prior agreements, promises, negotiation, or representations not expressly set forth in this agreement are not in force and effect unless it is in writing and signed by the Lessee and Graveyard Vineyards.

VIII. COMPLIANCE WITH ALL LAWS

Lessee agrees to comply with all laws, statutes, ordinances, and requirements of all city, county, state, and federal authorities now or later in force pertaining to the use of the premises. Lessee further agrees to be bound by the terms of the attached "Policies and Procedures' rental of the Graveyard Vineyards and the 'Rental Information Sheet.'

Executed on _____, 20____

LESSEE SIGNATURE _____

LESSEE NAME (printed) _____



