



Round Lake

VINEYARDS & WINERY, LLC

Wedding Venue Contract

Location: Cellar Ballroom

Year: 2017

This Contract is made effective as of _____ (date) by and between Round Lake Vineyards & Winery, LLC and _____ (CLIENT). The CLIENT represents that they desire to hold a wedding on _____ (date) at Round Lake Vineyards & Winery, LLC

Therefore, the parties agree as follows:

1. CEREMONY:

- _____ April-October: The first three hours \$500, additional time \$100/hour. Includes 100 chairs, additional \$1.50 per chair with up to 300 chairs available.
- _____ November- March: The first three hours \$300, additional time \$100/hour. Includes 100 Chairs, additional \$1.50 per chair with up to 300 chairs available.

Location: Lakeside facing lake (east), lakeside facing greens (south), or vineyards.

*Special arrangements may be made by Event Planner

2. RECEPTION IN THE CELLAR:

- _____ April- October: Rental of building 10AM-12AM, \$2200 for 200 guests or less.
- _____ November- March: Rental of building 10 AM- 12 AM, \$1800 for 200 guests or less.
- _____ April- October: Rental of building 10AM-12AM, \$2700 for 200-300 guests.
- _____ November- March: Rental of building 10AM-12AM, \$2300 for 200-300 guests. Includes 60" round tables and/or 8ft long tables set up, and staffing. Decoration set-up is under responsibility of CLIENT.

If wedding is 200 or more people, includes all above, plus our barrel room for caterer set-up purposes, and more staffing.

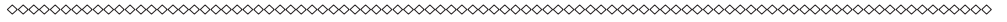
3. CEREMONY and RECEPTION:

- _____ April- October: Rental of building 10AM-12AM, \$2500 for 200 guests or less.
- _____ November- March: Rental of building 10 AM- 12 AM, \$1900 for 200 guests or less.
- _____ April- October: Rental of building 10AM-12AM, \$3000 for 200-300 guests.
- _____ November- March: Rental of building 10 AM- 12 AM, \$2400 for 200-300 guests. Includes 60" round tables and/or 8ft long tables set up, and staffing. Decorations set-up is under responsibility of CLIENT.

Location: Lakeside facing lake (east), lakeside facing greens (south), or vineyards

If wedding is 200 or more people, includes all above, plus our barrel room for caterer set-up purposes, and more staffing.

Initials: _____



4. ADDITIONAL OPTIONS:

Please note: Additional options do not have to be finalized when placing rental of building and can be determined. The final decision for additional options will be placed 5 weeks prior to event.

___ DAY BEFORE DECORATING: If room is available a week before event, CLIENT can come in to decorate room the day before for \$100 for 4 hours to be done before 4 PM. (Check with Event Planner to see if room is open)

___ BARREL ROOM: \$500. The Barrel room comes with events that have 200 guests or more, but is also available for events with less than 200 guests for your catering or storage purposes.

___ RISERS: \$200 charge. Risers are used for reception to raise head table. 24 ft. X 8 ft. X 2 ft. tall. 6 risers available, for up to 3 8ft tables, 14 at head table.

___ TEA HOUSE: \$100 charge. Tea house is used the day of event for bridal party preparation or storage use. This is used before wedding, and to be cleaned out after dinner, and before dance starts.

___ PROJECTOR: \$50. If you'd like to have a slide show, you would need to bring in a laptop with HDMI hookups. Cords are provided. Rental of laptop is an additional \$50.

___ GEM: \$25/hour for a minimum of 4 hours. This is a limousine golf cart which seats 5 guests to be driven up from parking, to event. Driver provided. (Weather permitting).

___ DRINKS: \$20 per 5 gallons. Iced Tea, Lemonade, and Punch dispensers for a drink table. Water dispensers are available at \$5 per dispenser. Caterer may also bring these in, however, when the caterer leaves, all things caterer brought, must leave too.

___ INVERTER: \$20 charge. This is available for outdoor wedding usage. It has 2 electricity plug-in's, and is available for up to 3 hours.

___ WINE BARRELS: \$20 per barrel with up to 4 barrels available.

___ FIRE PIT: \$10 charge for a bundle of wood, 10 splits, to be burned in the fire pit. .65 cu. Ft. The fire pit will be available for up to 4 hours.

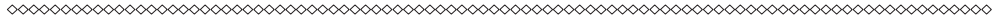
___ LINENS: \$6 a table cloth with black, white, or ivory available. 8 ft. long, 6 ft. long, or round.

___ NAPKINS: \$1 a napkin with an arrangement of colors available. See Event Planner for specifics.

___ CHAIRS: \$1.50 per chair after 200 chairs are used. This will be determined by final guest count.

Signature: _____ Date Decided: _____

Promotional Items are available upon request: anything with your names printed on it, initials, or sayings.



The CLIENT is responsible for setup and tear down of any outside rented items by the CLIENT. ALL decorations, linens, and gifts should be off of tables by 12 AM the night of the event. During transition time, after dinner and before the dance, if CLIENT should want dance inside, CLIENT is responsible of removing personal items from the tables that are to be removed for dance. Staffing will remove the tables and wine glasses.

An 18% gratuity is applied to all food and liquor purchased from Round Lake Vineyards & Winery, LLC. Round Lake Vineyards & Winery, LLC has complete discretion as to its use and distribution. There will be a 6.875% (or current MN sales tax) sales tax applied to all food, beverages, and gratuity. Alcohol tax (9.375%) will be applied to all alcohol purchases.

The CLIENT agrees to pay a non-refundable RENTAL DEPOSIT of 30%. This payment is for the use of the venue for the specified date of event / wedding and is payable at the time of contract signature. If for any reason, Round Lake Vineyards & Winery, LLC is unable to fulfill its contractual obligation under this contract, the entire deposit will be returned with no further penalties or liabilities.

The CLIENT agrees to pay a refundable DAMAGE DEPOSIT of \$200 (to be paid by separate check or money order). This is due at the time of contract signature. This check will be shredded up to 2 weeks after the event has been held if no damage was found.

TIMELINE:

- At contract signing:** Signed contract is due
30% non-refundable rental deposit
Refundable damage deposit

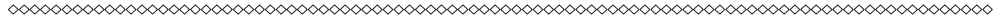
- Five weeks prior to event date:** Total guest count is due
All food, beverage and event details are due
Estimated Rental price paid in full
Wine tasting due
All Add-Ons will be finalized
Bar options will be finalized

- Two weeks prior to event date:** Any changes will be notified
Wine and keg balance is due
Remaining balance for the event is due

Any additional charges incurred during the event that exceed those deposits and payments previously paid will be settled the day of the event.

5. DATE CHANGES:

In the event the CLIENT is forced to change the date of the event or wedding, every effort will be made by Round Lake Vineyards & Winery, LLC to transfer reservations to support the new date.



6. CLIENT CANCELLATIONS:

In the event of a cancellation, RENTAL DEPOSIT IS NON-REFUNDABLE.

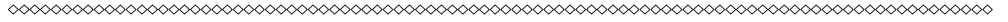
7. UNFORSEEN EVENTS

The CLIENT cannot hold Round Lake Vineyards & Winery, LLC. responsible for failure to provide the basic facilities and services due to emergencies, catastrophes or interruptions of public utilities. If an Act of God were to occur preventing the event from taking place as scheduled, Round Lake Vineyards & Winery, LLC. will allow for the event to be rescheduled, pending availability, with no penalty. Last minute cancellations of the outdoor site due to inclement weather will not be considered for refunds.

8. RENTAL SPACE:

The CLIENT understands that they and their invited guests will abide by winery requirements while on the property to include but not limited to the following:

- The rented space is available for reservations from 10:00 AM to 12 AM. Rental hours must be confirmed with the Event Planner and indicated on your rental contract.
- Photos before wedding at the winery is allowed after vendor contract is signed. Please let Event Planner know times you will be here.
- **All activities must end at or before 11:00 PM, including music.**
- All guests should vacate the buildings, grounds and parking area by midnight and no later than 1 AM.
- All vehicles are required to be removed from the site no later than 9:00 AM the day following your event.
- By 12 AM, all personal items, decorating, party accessories, catering must be removed from site.
- All rental equipment or supplies must be delivered and picked up on the day of the rental during the rental hours.
- Event Planner must approve, in writing, any arrangements for early or late delivery/pickup, fees may apply. If the space is available the day before, the Event Planner can make arrangements to begin decorating for an early use fee of \$100. Final determination about early use will be made approximately 1 week before the event based on availability.
- Placement of all non-winery equipment including tables, tents, catering equipment, etc., must be approved by Round Lake Vineyards & Winery, LLC management.
- Decorations will be allowed only to the extent they are removable and not adhered to any walls, woodwork, or ceilings inside the facility in any way that would cause damage.
- **Only electric candles may be used. No open flame.**
- All catering services must be removed when catering leaves.
- NO RICE, BIRDSEED, SILLY STRING, BUBBLES, CONFETTI or GLITTER is allowed inside the building or on the grounds.
- No outside food or beverages may be brought in. All alcohol must be purchased through Round Lake Vineyards & Winery, LLC.
- Approval for specific unauthorized decoration may be granted in the sole discretion of the Event Planner.



9. RULES AND REGULATIONS:

The following is a list of rules and regulations to be upheld by CLIENT, which includes all EVENT PLANNERS, WEDDING COORDINATORS and VENDORS who are involved in the planning and execution of a special event or wedding on the premises of Round Lake Vineyards & Winery, LLC.

- Children are the responsibility of their parents or guardians and must be supervised at all time.
- No pets are allowed during private events, unless special arrangements have been made.
- Smoking is allowed outside in designated areas only. Round Lake Vineyards & Winery, LLC requests that you be considerate of others and dispose of used cigarettes, cigars, and other tobacco products in the appropriate receptacle.
- All electrical outlets on the property are available for use by the wedding parties and their vendors. The parties are welcome to inspect the locations and numbers of outlets prior to booking.

10. VENDORS

- CLIENT may select any vendor of their choosing. Vendors must be licensed by governing authorities and carry liability insurance. Certificate must be provided one month prior to the event.
- Your catering company is responsible for the set-up, break-down, and clean-up of the catered site.
- All catering services must be removed when catering leaves.
- Please allow appropriate time for break-down and clean-up of event space.
- All event trash must be disposed of in the designated areas at the conclusion of the event.
- ALL vendors (florists, bakers, musicians, rental company etc.) must adhere to the terms of our guidelines, and it is the client's responsibility to share these guidelines with them.

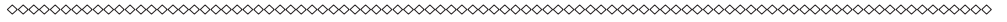
11. COURTESY PROTOCOL:

Round Lake Vineyards & Winery, LLC reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.

12. LIABILITY:

The CLIENT cannot hold Round Lake Vineyards & Winery, LLC, its board of Governors, staff and volunteers liable from suit, actions, damages, and expenses in connection with personal injury, illness, or property damage or theft resulting from the use of any facility at Round Lake Vineyards & Winery, LLC or on estate grounds.

We require a General Liability Certificate of Insurance covering the date of the event in the amount of \$250,000 naming Round Lake Vineyards & Winery, LLC as an additional insured and must be received 2 weeks prior to the event. A general liability certificate can usually be obtained from your insurance or online broker.



13. BAR OPTIONS & POLICIES:

Please note: Bar options do not have to be finalized when placing rental of building and can be determined. The final decision for bar options will be placed 5 weeks prior to event.

We hope you want to enjoy Round Lake Vineyards' great wines, but we also make hard liquor, specialty beers, and keg options available upon request. These must be requested 5 weeks in advance. No blender or ice cream drinks available.

Keg Purchase:

1 Keg maximum purchase per event.

Wine Purchases:

There is a minimum of wine that must be purchased by CLIENT:

1 case (12 bottles) of wine per estimated 50 legal adults.

If event has less than 50 legal adults, a case of wine is still required.

(A case discount is 10% off retail price)

Wine tasting needs to be scheduled with CLIENT 5 weeks in advance to make wine selection for the event. This is a private, complimentary wine tasting for the bride, family, or attendants, and is offered for up to 5 people. More may join and purchase, although space is limited.

Bar options may include:

- Open bar for set time frame START: _____ END: _____
- Open bar for wine purchased, plus cash bar
- Open bar for kegs and wine purchased, plus cash bar
- All open bar
- All cash bar
- Other _____

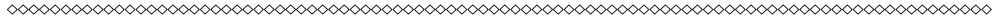
Additional Fees may apply based on requests.

Specifications

Date

- Pop and water will be available for purchase. Water on table services are allowed by caterer. No bottled drinks allowed.
- You may purchase drink tickets from the winery, pricing may vary. There will be no refunds for tickets purchased.
- Only alcohol purchased from Round Lake Vineyards & Winery, LLC can be consumed on the premises.
- At any time, if the Round Lake Vineyards & Winery, LLC staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.
- Round Lake Vineyards & Winery, LLC will be responsible for solely Round Lake items.
- **Caterer is responsible for removing the tableware, plates, and all other food service items after dinner. Please discuss this with them prior.**

Initials: _____



14. ENTIRE AGREEMENT:

This Agreement contains the entire agreement of the parties above, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

15. AMENDMENT:

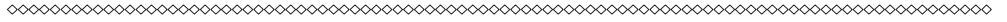
This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

16. SERVERABILITY:

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

17. WAIVER OF CONTRACTUAL RIGHT:

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.



RENTAL CONTRACT
YEAR: 2017

A rental contract must be signed, all pages initialed and signed, as well as appropriate deposits submitted in order to confirm Round Lake Vineyards & Winery, LLC. This contract is void if not returned within two weeks of issuance.

This Agreement serves as a contract between Round Lake Vineyards & Winery, LLC and CLIENT.

CLIENTS full names: _____

Mailing Address: _____

City State, Zip code: _____

Email address: _____

Cell number: _____

Date of Function: _____

Time of Function: _____

Group Name: _____

Contact Person: _____

Estimated Number of people: _____

I, the CLIENT, have read and understand the Guidelines and Rental Agreement. Any additions, deletions, or revisions must be made in writing and approved by both parties. This Agreement constitutes the extent of obligation of Round Lake Vineyards & Winery, LLC and I agree to abide by the outlined terms. The Agreement and Guidelines contained in the Agreement are to reserve the event date and space for the Responsible Party.

CLIENT Name:

PRINT: _____

SIGNATURE: _____

DATE: _____

Round Lake Vineyards & Winery, LLC. Representative Name:

PRINT: _____

SIGNATURE: _____

DATE: _____