

EVENT PRICES AND GUIDELINES AT RICHWOOD WINERY

COSTS:

	Facility Charge	Minimum Alcohol Purchase
15-29 people:	\$50	\$10/person
30-49 people:	\$75	\$10/person
50-74 people:	\$100	\$10/person
75-100 people:	\$200	\$10/person
100-150 people	\$250	\$10/person

If it is required to close the winery during its normal hours of operation for the event a surcharge of \$500, plus the Facility charge listed above will be charged.

Wine will be charged at its regular price per bottle. Wine club member discounts will not apply. All serving will be done by winery staff, unless different arrangements are made. For private events (held when the winery is not open) there will be an additional cost for the staff, negotiated depending on the event. All staff charges are at a rate of \$12.00 per hour. Depending on the size of the event we will provide one staff for 15-29, 2 staff for 30-49, 3 staff for 50-74; 4 staff for 75-150. A 20% gratuity charge will be added to **all** events.

HOURS:

Normal hours of operation for the Winery are 1:00 pm to 6:00 pm Thursday, Friday and Sunday and 1:00 pm to 7:00 pm on Saturdays. We do have a permit until 11:00 pm for a couple of events a year which would mean the event would need to end by at least 10:30 pm which would then allow the Winery to close at 11:00 pm.

USE OF SPACE:

Each event will be negotiated depending on the time of year, day of week and size of the event. Our busiest time is July and August and we have bands on most Saturdays in June, July, August and September from 4:00 p.m. to 6:00 p.m. We can accommodate approximately 80 people inside and up to 600 outside. We have a gazebo area in the Vineyard and a covered bandstand that could potentially be used for ceremonies.

For outdoor events, it is suggested a tent is rented. We use Tents Unlimited, 218-841-0925 from Frazee, who generally will set up the day before the event. It is not a requirement to use their services. Below is their 2018 price chart:

Tent Size	Cost	No. People	Stand Up Buffet	Sit Down Dinner
20 x 20	\$150	67	50	40
20 x 30	\$175	100	75	60
20 x 40	\$200	133	100	80
Frame Tents*				
20 x 20	\$200	67	50	40
20 x 40	\$300	200	150	120

Note: Frame Tents do not have the ropes on the outside of the tent so may be able to accommodate more people.

We have approx. 6 eight foot tables and 3 patio tables and 60 plastic chairs. We are trying to increase our inventory so hopefully we will have more in the future.

CATERING:

We do not have a food license and can only sell food that is prepackaged or prepared by a caterer. We do sell cheese, crackers, pizza and cheese cake bites. You can also bring in your own food for a private party. However, a waiver is required, signed by the renting party releasing the Winery of any responsibility.

We have a full liquor license and all alcohol will be sold by the winery. We can work with you to order what you would like to have served.

A contract with a nonrefundable deposit is required, the amount dependent on the type of event. If the event requires the winery to be closed the non-refundable deposit will be \$500 due once the booking is confirmed. This will define date, price, your responsibility and ours, etc. This is also for your protection. We will work with you to make sure it is agreeable for both of us.

A member of our staff will be available to help ensure your event flows easily and appears effortless.

Please contact Deb Krogsgaard with any questions at [218-846-0982](tel:218-846-0982).