**Vizcaya Winery**

**Event Rental Contract/Policy (events up-to 4 hours)**

Vizcaya Winery grounds and VIP room can be rented for your event. Rental dates are on a first come first serve basis. A non-refundable 50% deposit of the rental fee will reserve your date. The remaining balance is due one month before the event. An additional/refundable $500 cleaning/damage deposit will be charged with the remaining rental/wine balance and is due one month before the event.

Rental Fees will vary depending upon the type of event and the number of guest you plan on attending. We do not provide catering or bar tending.

**Rental Charges are:** Up to 25 people $250 26 to 50 people $400 51 to 100 people $750

**Rental Fees include:**

* Use of one of the following spaces
	+ Use of the grounds for event or,
	+ VIP lounge (480 sq ft, upstairs area only for physically able people, ensure you have accommodations on the lower level for guest that can’t climb stairs) or,
	+ 18 x 36 Pavilion (lighted)
* 22 - 4’ round tables and 150 chairs
* Raised Deck (18 x 24 not covered) only available on non-business days or if Pavilion is not used
* Power outlets
* Parking (for up to 50 cars)

**Not included:**

* Tasting room
* Processing building/Barrel room
* Case Storage Barn
* Tents or shade awnings
* Tables and chairs (only as listed above)
* Table linens
* Wine glasses
* Propane heaters
* Water (Bottled water will need to be supplied for your guests)
* Nighttime lighting (only lights are in picnic shelter, plan the time of your event accordingly)
* Setup and cleanup of your event
* Bartending services

Part of this rental contract is the **purchase of Vizcaya wine.** The amount of the required wine purchase is dependent upon the number of people planned for your event**.** Small events **under 25** people are **required** to purchase **one case** of wine. **Events with 26 – 50** people are required to purchase **two cases** of wine. Events with **more than 50** people are required to purchase **three cases** wine. The cases can be mixed varietals. No guarantees on availability of specific vintages/varietals, unless set aside at time of rental with a non-refundable 50% deposit. **No out-side wines, beer, or liquor**. If outside alcohol is discovered, the violator **WILL BE** asked to leave the premise. If we discover that you had out-side alcohol on site, we will **NOT refund** your damage deposit. We do have beer available for you to purchase, but no kegs and will require at least a month notice of which beers you want. There is also the requirement of 1 additional case of wine to every 1 case of beer. Please ensure that a server checks all IDs and that no one under the age of 21 drinks any alcohol.

**Music** can be played at your event (Band, DJ, etc.), but must be shut down by 10:00pm. You are expected to keep the noise at a respectful level for our neighbors.

You can **start the setup** for your event ½ hour before the start of your event. Cleanup is expected to be done on the day of your event. Late evening events can be cleaned up before 11:00 am on the following day. Clean up includes re-configuring table setup under the pavilion as we had it. We recycle bottles, so empty bottles can be brought into the tasting room or left by the trash dumpster. All trash must be put into the trash dumpsters. Please inform your guess to not throw rice or anything that can’t be cleaned up. If cleanup is not done by 11:00 am on the following day, the $500 deposit will not be refunded. The refund will only be processed after Vizcaya owners have verified that no damage was done to the site, usually within 2 weeks.

**Vizcaya Winery is not responsible for any property damage** or loss either caused by or upon any member of the booking party or their guests. Any reimbursement for damage or injury incurred, including to Vizcaya property, will be the responsibility of the person booking the event. It is strongly advised that you get event insurance from your insurance agent.

**Vizcaya Winery will stay open during our normal business hours** (Thursday thru Sunday, noon – 6:00pm). You are welcome to plan your event during this time, but non-guests may be present. If you plan your event for a non-business day for Vizcaya you will receive a **10% discount**. The tasting room is not available for events. Your guest are welcome to come in and purchase wine, but no event activities.

Signature acknowledging Vizcaya Rental Policy:

Date:

**Fee Schedule**

Non-catered rental fee required cases

Up to 25 $250 1

26 to 50 $400 2

51 to 100 $750 3

Vizcaya Winery Rental

Event Type:

Catered:

Date: # People:

Booking Person:

Address:

Email:

Signature:

Phone: Date:

Credit Card: Type:

Exp Date: CVV:

Vizcaya Winery Use

Deposit (50%): Date:

Final Payment: Date:

Wine Purchase: Date:

Wines Ordered: