

Two Saints Winery Facility Rental Agreement Facility Rental Options and Fees

Two Saints Winery's beautiful banquet facility provides a scenic view overlooking our vineyard. The spacious 2400 SF banquet room along with the 2400 SF outside deck provides ample room for guests to enjoy a memorable event. An open air covered "pavilion" is available for special events. The banquet room has a large dance floor, convenient kitchen located in close proximity to the banquet room and a serving area to use, if desired for beverage or food serving.

Two Saints Banquet Room

-Occupancy 150-200 guests (depending on chair/table design and entertainment needs)

-Room size: 40' x 60' (2400 square foot)

-Available rental times and cost for each are listed below.

Monday-Saturday 9:00 a.m. – 5:00 p.m. - \$400.00 per day*

Monday-Saturday 5:00 p.m. -10:00 p.m. -\$500.00 per day*

Sunday Morning/Afternoon 9:00 a.m.-3:00 p.m. \$300.00*

Wedding Ceremony, Reception or similar event 9:00 a.m. – midnight -\$1,300.00 (includes banquet room, deck, kitchen and pavilion. Does not include tasting room.)

*Rental includes use of non-exclusive use of adjacent deck. Tasting bar (during business hours) will be available to patrons for sales only. For additional ala carte rates for smaller functions, special events or additional services refer to the calculator in the appendix.

No other additional tents or structures are allowed on the Two Saints Winery premises under the banquet room agreement (unless negotiated in advance).

The total rental fee is due at the time the agreement is signed and is non-refundable and the date is non-transferable. If you cancel your event you will forfeit the entire amount. If Two Saints Winery is able to rent the date, a refund of 80% of the cost will be returned. Two Saints Winery has the right to rent the facility in the event a cancellation occurs. Two Saints Winery cannot and will not be responsible for acts of God, inclement weather or your change of plans. A credit card number is required to be on file with Two Saints Winery for any additional charges that may occur.

Damage Deposit

A damage deposit in the amount of \$350.00 is due 2 weeks prior to the date of your event. You may choose to use a credit card on file for the damage deposit. If your deposit is paid by check, your deposit, less any charges will be returned within 10 business days following your event. You are liable for any damage done to Two Saints Winery property. If repairs or replacement costs exceed the damage deposit, you will be responsible for the excess amount and charges will be made. You may be asked to provide a copy of Certificate of Liability insurance such as your home owner's insurance to cover any extreme damages that occur from your event.

Breach of Contract

A breach of contract occurs if agreed upon times are exceeded. Two Saints Winery will charge \$100.00 per hour (or fraction of an hour) if the renter takes possession prior to the agreed upon times on the rental date and /or if the building and property are not vacated by 12:00 midnight. The client, guests and all their services (D.J., etc.) must be out by 12:00 midnight. For your protection, guests should be notified of these hours. Two Saints Winery staff will remain on property until the last person leaves.

Rental Party Initials and date _____

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Beverages

All wine served must be purchased from Two Saints Winery. Wine must be pre-purchased at least 2 weeks prior to your event to ensure availability of the wines you have selected and for you to receive a 10% discount on your order. All wine purchases made the day of your event will be sold at regular retail price. Two Saints Winery is not responsible for disbursement of the wine once it has been purchased. You are responsible for making arrangements for uncorking, pouring and distribution of the wine. Two Saints Winery will provide two large wine tubs for cooling of the wine if requested. Two Saints Winery will sell wine by the bottle or glass to your guests during your event at the tasting bar. On Saturday evenings if desired, the winery tasting bar will remain open until 11:00 p.m. Wine glasses are available for rent at the cost of \$5.00 per dozen. There is a \$3.00 charge per glass that is broken which will be deducted from the renter's damage deposit. The wine glass rental fee is due 2 weeks prior to the rental date.

A maximum of 2 kegs (or 12 cases) of beer may only be brought on the premise after close of business and for an additional fee of \$200.00. Coolers for kegs or canned beer must be provided by the renting party. Non-insulated keg containers will not be allowed inside the building. Additional kegs may be brought on premise for \$75.00 per keg. Beer must be consumed outside of the Two Saints Winery tasting room and common areas such as restrooms and access halls. Acceptable areas are the deck areas, upper patio or banquet room. The additional alcohol fee is due 2 weeks prior to the date of your function. Keg or can beer only; glass beer bottles are not allowed. No hard alcohol is allowed on the premise. Ice is available from Two Saints Winery for \$8.00 per 20lbs bag. The ice will be added to your final bill and charged to the credit card on file. Please inform Two Saints Winery 2 weeks prior to event if ice will be needed for your event.

By Law no one under 21 years of age may consume or taste alcoholic beverages. The management may ask guests for identification to verify age. Two Saints Winery reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The party renting the facility shall ensure that no underage drinking is allowed. Two Saints Winery assumes no responsibility for or liability for underage drinkers. Two Saints Winery requests that a server be responsible for all alcohol.

A 40 cup coffee pot is available to rent from Two Saints Winery for \$20.00. Coffee, creamer, sweeteners and cups are not included and need to be provided by the renters. Requests and fees are due 2 weeks prior to the rental date. Renters may bring their own non-alcoholic beverages for their guest and are responsible for the cold storage, serving and disposal of these beverages.

Catering & Other Food Related Items

The renter may use a caterer of their choice for their event. Two Saints Winery will provide a list of local caterers if requested. Two Saints Winery shall not be held responsible if the caterer cancels and no refunds will be given in the event the caterer cancels. There is a 3 roaster maximum to be used inside the Banquet Room. Roasters may not be used outside on the deck/patio area.

The Two Saints Winery kitchen equipment including ovens, microwave and refrigerators are not available for use unless arrangements are made with the caterer. Renters are responsible for procurement of dishes, glasses, silverware and centerpieces for their function.

Cake delivery and caterer set up must be done within the rental agreement times. Two Saints Winery requests information on cake delivery and caterer 2 weeks prior to event to ensure a smooth set up.

All clean-up of the catering kitchen and food related items is the responsibility of the renter. Additional charges of \$35.00/hour will be applied for failure to clean catering facility.

We recommend limiting items such as candy, gum or similar substances that leave stains or residue as they could result in additional cleanup charges.

Table Linens

Table linens, napkins and runners must be provided by the renter. They are available through party rental sources in the area or through many catering companies.

Rental Party Initials and date _____

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Decorations

Decorating must be performed during the rental agreement times. Decorations must be kept within the agreed upon rental facility. If facility is being used for a wedding, decorations may be placed on patio and/or the deck only after close of business in the tasting room. Decorations are not to leave any kind of residue, which include confetti, tape, silly string or other items, either inside or outside the facility.

No nails, tacks, staples, pins or tape may be used on the walls, ceilings or deck. Plastic tie wraps are acceptable. Helium balloons are not allowed. Candles are not allowed unless they are protected in hurricane type glass containers. All decorations shall be removed from premises by the renter at the end of the event.

Music and Entertainment

All musicians and/or D.J.'s must cease playing by 11:15 p.m. This will allow time for musicians and/or D.J.'s to dismantle their equipment and be off the premise by 12:00 midnight. A breach of contract occurs if the musicians/D.J.'s and guests are not off premise by midnight. D.J.'s may not use a bubble machine or fog machine. No dance wax or compound or any substance may be spread on the floors.

Table and Chair Placement

A floor plan which outlines where tables, chairs and dance floor, if applicable, are to be arranged for your function must be decided and agreed upon 2 weeks prior to your event date.

Two Saints Winery will place all tables and chairs rented through Two Saints Winery as agreed upon prior to your event. Any table/chair moves needed during your event will be the renter's responsibility. Furniture available for use at Two Saints Winery includes:

120- Stack Chairs

24- White folding chairs

12- 60" Round Tables

8- 6' Rectangular tables

Additional Items

Two Saints Winery is a smoke –free facility. Smoking is permitted outside on the lawn area. Guests must dispose of their cigarettes in trash receptacle provided. Excessive littering of cigarettes butts in the lawn will result in a \$25.00 clean up charge. Children are welcome at Two Saints Winery but must be supervised at all times. All items left on the premise after the event will be removed to the dumpster. For wedding/ reception rentals only, and if the facility is not rented the following Sunday by another renter , the renter has between 8-11 a.m. on the following morning to remove all items from Two Saints Winery premise if arrangements are made in advance. (no charge)

No Sparklers bottle rockets, fire crackers, or any other fireworks are allowed. Absolutely no weapons or firearms are allowed on Two Saints Winery property. Two Saints Winery personnel have the authority to contact law enforcement officials, if necessary, to protect Two Saints Winery and personnel.

Two Saints Winery will not be held liable for injuries or property damages/loss to others during the event, including but not limited to: death, personal injury, property damage, or any other incidents that may occur to any person(s) by use of the building and premises during the terms of the agreement. The term of the agreement starts when the first representative (guest) arrives on the property and concludes when the last person leaves the property.

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TWO SAINTS WINERY RENTAL AGREEMENT

Renter Name: _____

Address: _____

Day Phone Number : _____ Cell Phone Number: _____

Email Address : _____

Fax Number: _____

EVENT DATE: _____ EVENT TIMES: _____

Number of Guests: _____

Type of Event: _____

Credit Card (circle one) MC Visa Amex Disc

Credit Card Number required: _____ Exp Date: _____

Credit Card V-code: _____ Credit Card Billing Zip Code _____

Wine Glass Rental : \$5.00 per dozen \$5.00 x _____ = \$ _____

Rental use of coffee pot \$ 20.00 yes ___ not required _____

Beer Fee Up to 2 kegs = \$200.00 yes _____ (Additional Keg Fee of \$75.00 per keg)

Number of additional kegs required _____ each @ \$75.00 each.

Facility Rental Requested: must be paid for at time of rental agreement signing (check one)

- Monday-Saturday 9:00 a.m. – 5:00 p.m. - \$400.00 per day
- Monday-Saturday 5:00 p.m. -10:00 p.m. -\$500.00 per day
- Wedding Ceremony, Reception or similar event 9:00 a.m. – midnight -\$1,300.00
- Sunday Morning/Afternoon 9:00 a.m.-3:00 p.m. \$300.00
- Ala carte worksheet

Additional Notes:

Two Saints Winery Rental Agreement

Additional Fees: (fees listed below must be paid for two weeks prior to event date)

- Damage Deposit @ \$350.00 (cash/check or placed on credit card on file)
- Two Saints Bottle Wine Order (10% discount if ordered 2 weeks prior to event.)
- Beer Fee.

Rental Party Initials and date _____

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TWO SAINTS WINERY
ALA CARTE BANQUET MENU
APPENDIX

DESCRIPTION	QUAN	COST	EXTENDED COST	ADDITIONAL INFORMATION
Basic Fee Less than 30 people-3 hours or less (before 6:00PM)		150.00		
Cost per person above 30 people (included in wedding/banquet charge)		5.00		
Additional Hour before 6:00PM (included in wedding/banquet charge)		50.00		
Additional Hour after 6:00PM (included in wedding/banquet charge)		100.00		
Food charge (included in wedding/banquet charge)		50.00		Limited use of servery, no on-site food prep
Use of catering kitchen (included in wedding/banquet charge)		100.00		Limited to final prep and staging of food, not for actual food preparation
Room Decorating (2 hour max) (included in wedding/banquet charge)		50.00		
Beer (canned or keg 2 keg max) (not included in wedding/banquet charge)		200.00		For beer brought on site-does not apply to beer arranged through Two Saints
Use of Pavillion (included in wedding/banquet charge)		100.00		
Additional Wedding/reception options				
Add for tasting room use(after business hours)		200.00		Limited to buffet, guest receiving gift storage, not for dining or event use
Add for rehearsal night /hour		100.00		Does not include food or drink allowance
TOTAL				

Attach this worksheet to basic contract

Rental Party Initials and date _____

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