

Wales Manor Facility Rental Agreement

Why we have an Agreement?

We make our money and pay our bills by selling wine. Although we have the best rates in the metroplex for what we offer, some people still try unbelievable stunts to get something for nothing. Our facility's main purpose is to manufacture and sell wine. We do this by offering quality wine, great events/concerts, and renting the facility for private functions.

Free Use of Winery

Join the Fun! Wales Manor is open to the public on Saturdays and Sundays, 1200 a.m. till 6pm (Fall hours) and 12 noon to 7pm (Spring/Summer hours). We can accommodate small groups (less than 25) at no charge. For medium sized groups (25 to 75) during our public hours, there will be a minimal charge to reserve the space. How can we do this? Simple, we make our money selling wine! We do ask that you contact us ahead of time so we can insure seating. No free use of facility for private events/weddings/receptions. But if you have a birthday party, club meeting, shower, or just friends meeting—bring it on!

Event Times and Set-Up Policy

The facility is available for rental. Rental for the entire day begins at 8:00 a.m. and stops at 10:30 p.m. On occasion we also do ½ day rentals. Set-up must not interfere with other planned events. We will work with you to make your event a success, but we will not inconvenience other clients. All music must stop by 10:00 p.m.

Alcoholic Beverages

Without express permission, no alcoholic beverages other than those carried and served by Wales Manor may be sold or consumed on the premises. Under no circumstances will distilled spirits of any type be consumed on the premises. In the instance that you wish to serve beer at your function, your request must be made in advance and arranged with the event coordinator. Arrangements must be noted on this agreement under the **Exceptions to this Agreement** paragraph. Should minors, unaccompanied by their legal guardian, be found in possession of alcohol, all alcohol services will cease for the remainder of the event. Any additional alcoholic beverages will be confiscated. In the event that guests are seen consuming alcoholic beverages other than those agreed upon, we reserve the right to terminate your event, keep your deposit and charge you the agreed upon minimum wine purchase charge.

Security Deposit –

- **For parties during hours of public operation:** no deposit and no minimum wine purchase. **For rental of facility (weddings/receptions/private parties:** \$250 non refundable, but is applied to \$1,200 or \$800 rental fee.

RENTAL OF ENTIRE FACILITY-WEDDINGS/RECEPTIONS/PRIVATE PARTIES

• A \$250 non-refundable deposit is required. In addition, a minimum wine and/or champagne of \$500 with a 15% gratuity. Wales Manor will provide 2 servers for the wine/champagne.

- ALL DAY RENTAL--Rental for the entire facility 8:00 a.m. until 10:30 p.m. is \$1,200 on weekends, \$800 on weekdays.
- ½ DAY RENTAL--Rental for the facility on weekends from 8:00 a.m. until 6:00 is \$800
- ½ DAY RENTAL—Rental for weekdays. Contact winery.

RENTAL INCLUDES—TWO WALES MANOR STAFF TO POUR WINE, USE OF SOUND SYSTEM, USE OF ALL TABLES AND CHAIRS.

CATERING—USE WHO YOU WANT.

TENT/TABLE.CHAIR RENTAL—USE OF WALES MANOR’S TABLES AND CHIARS ARE INCLUDED. WE DO NOT HAVE TENTS. WE WILL BE HAPPY TO REFER YOU TO SEVERAL RENTAL COMPANIES WHICH WE FEEL DO AN OUTSTANDING JOB.

MUSICIANS—WALES MANOR WILL BE MORE THAN HAPPY TO REFER YOU TO ONE OF THE MANY MUSICIANS WHO PERFORM AT OUR VENUES.

Reservations – Cancellation Policy

Day events during public hours or operation are done on a first come, first serve basis until we reach capacity.

A \$250 non-refundable deposit plus a signed facility rental agreement is required before a requested date can be reserved.

Cancellation of an evening event: If we can arranged another event to fill your spot/time of the cancelled event, all monies will be refunded. If we cannot reschedule the space, the deposit is forfeited.

Broken Wine Glasses

In the event a wine glass is broken during an event (normal use/wear is exempted) there will be a \$5.00 charge for each glass.

Credit Cards

On the day of the event, just prior to the starting time, the remainder of the basic charges will be processed. This includes any event where there is a minimum wine purchase. If there are additional charges at the end of the function, an additional charge will be processed at that time. The original credit card information will be kept on file temporarily until the event charges have cleared.

CLEAN-UP CHARGES

We offer you the opportunity to save some money and do your own clean-up towards the end of your event (must be completed by end of rental time period). However, should you decide not to do this a clean-up charge of \$200 will be added to the bill.

DESIGNATED DRIVER PROGRAM

WE REQUIRE THAT YOU ESTABLISH A DESIGNATED DRIVER PROGRAM!

We also require that you sign legal paperwork which holds Wales Manor harmless for any accidents of guests during the wedding/reception/event/private party.

I certify that I have read and understand this agreement.

Signature: _____

Date: _____