

2024 Rental Form



Castle Finn Vineyard & Winery, Inc.

1288 N. 1200th St.

Marshall, IL 62441

217-463-2600

Email Sonya:

info@castlefinnwinery.com

We are happy you have chosen to have your special event at our facility and we will do everything we can to make everything run smoothly. The agreement is to clarify what we are and not able to provide for your event.

On behalf of Castle Finn Vineyard & Winery, Inc., we wish you all the best!

Event Information Profile

Today's Date : _____ Date(s) of Event: _____

SET UP TIME: _____

START Time of Event: _____ End Time of Event: _____ Weekend Set-Up Time: _____

Event Type: _____

Amount of People: _____

Contact Person: _____

Address, City, State, Zip: _____

Telephone: _____

Email: _____

Weekend Pkg:: Yes or No _____ Open or Cash Bar: _____ Open Bar \$ Limit: _____

Open Bar—Wine, Beer, Mixed drinks, Shots, Non-Alcoholic - Circle all that apply

Special Alcohol Requests: _____

Castle Finn Winery Rental Policy: (Prices subject to change without notice)

Hourly Rental Fee: before 6pm: \$125.00 per hour Rental Fee after 6pm: \$175.00 per hour. Includes: Tables & chairs indoors, 1 hour free to set up, and 30 min to tear down.

All Saturday's, Weddings, Receptions, Reunions...

\$1350.00 Flat Fee 10am to End (Pay in full with CASH only, get 15% off Rental only)

- Deposit: 675.00 Due at booking & Non-Refundable, final payment 675.00

****Weekend Package: Book 2 Days for 1950.00 Flat Fee**

Deposit: **975.00** Due at time of booking and is **Non-Refundable**, final payment **975.00**

(**1ST DAY—Set-up times between noon-6pm, 1-7pm, 2-8pm, please choose 1**)

All Final Payments are Due 2 weeks before your event, no exceptions!

Before or after will be 75.00 per hour starting as early as 8am for 1 day rates.

*Bridal Showers and Baby Showers --- Rented on Friday or Sundays for hourly fee.

MONDAY THROUGH THURSDAY RATES

** Wedding & Reception -- less than 50 guests - \$750 Flat Fee

** Wedding & Reception -- 51-100 guests - \$950 Flat Fee

** Wedding & Reception -- 101 - 200 guests - Full Rate of \$1350 Flat Fee

(Off White Tablecloths are supplied in Rental, but Chair Covers are extra Cost)

ALL RATES INCLUDE: (25- 5ft Round and 8 -6ft Rectangle tables) Indoor only Tables/chairs and 1 bartender for each wine and beer bar) *****NO BAR MINIMUM * No Kegs *Mandatory extra bartender for So-**

rority/Fraternity events (Mandatory extra bartender is \$100.00 Flat Fee for Open Bar AND

FOR GUESTS OVER 125 PEOPLE. *Alcohol is separate fee. Ranging from 3.50-25.00 depending on whether its liquor or wine (off white Chair covers are 3.00 each) (Oven/stove fee of 50.00 per day)

(Kitchen Fee \$200.00per day, IF YOU PREPARE ANY FOOD FOR EVENT)

(clean-up fee—\$250.00 see #8 for rules)

****If want to place our wine glasses on tables, .75 per glass will be charge and please tell us 1 month in advance if needed****

*****\$4,000-\$4,500 RENTAL FEE—No Alcohol at your event: THIS MEANS ABSOLUTELY NO wine, beer, mixed drinks or anything that we make that has wine or alcohol in it. Rental Fee is \$4,000 for 1 day , 2-day fee is 500.00. If we see someone bringing in their own, you will be charged \$750.00,**

SO IF YOU SIGN THIS CONTRACT YOU WILL BE PAYING THE FEE.

Any party extending 15 minutes over the contracted time will be charged a full hour's additional fee. No Prorated partial hours.
(THIS DOES NOT APPLY TO ALL DAY OR WEEKEND RATES)

All sales end at 11:30pm, every guest is to leave by midnight or per your entertainment end time. Please plan this with how long your going to have your DJ or Band play. ONCE THE BAND OR DJ QUILTS, he/she is packing up, NO ALCOHOL IS SERVED, AND IT IS TIME TO GO HOME.

***Note:** During open hours, there will be customers coming and going. Any party must leave walk-in traffic area open as well as some parking available, the patio and tasting room must be left open for normal guests to sit during their visit with us.

***** Tasting room may be used for your food line before closing hours ONLY! Other tables can not be moved out, or anything else set up until after 6pm. ****If you have a photobooth, you MUST wait until after 6pm to set up in tasting room. NO EXCEPTIONS!!!**

*****The Patio may be used as well during business hours, but our tables and chairs stay in place, can not be moved or used for ceremony seating.**

*****YOU MUST RENT YOUR OWN CHAIRS FOR OUTSIDE. WE DO NOT SUPPLY ANY OUTDOOR CHAIRS FOR CEREMONY. OUR FOLDING CHAIRS AND TABLES STAY INSIDE.**

*****ALL CLEAN-UP IS COMPLETED BEFORE YOU LEAVE FOR THE NIGHT—THAT INCLUDES OUTSIDE.** (Exceptions: Previously discussed with Sonya)

1. Wine Purchases: 10% off 12 or more bottles mix or match. No discounts on beer or hard liquor.
2. Catering: Your Choice, but they must have prior approval from Castle Finn Winery & liability Insurance. If you use kitchen to prepare the food yourself, there will be an additional charge of 150.00 for the day. Kitchen is shared with winery for daily operations.
3. Entertainment: Must have liability insurance. *Note: Once the DJ quits the party is over. No exceptions, this is clean up time, and alcohol is no longer served. (HAVE DJ ANNOUNCE 30 MIN TO QUITTING TIME, LAST CALL FOR ALCOHOL)*
4. Alcohol: We can have beer & liquor available day of event, but must be made at time of booking. *(All alcohol must be purchased at winery, ABSOLUTELY NO ALCOHOL BROUGHT ONTO PREMISES)* Any outside alcoholic beverages will be confiscated and not returned. We are licensed exactly like a bar and are the only entity that can distribute alcohol on our premises. If we see you going to the parking lot and sneaking in alcohol, or drinking by your vehicle, you will be subject to paying a fine of \$250.00!!! **WE DO NOT SUPPLY KEG BEER.** You may choose to do either Cash Bar (guests pay their own) or Open Bar (you put so much \$ down for your guests to drink on you) ****NO BAR MINIMUM *Keep in mind that gratuity is not added to any bar bills, please add gratuity at your discretion.**

***If anyone from your bridal party is caught with alcohol not purchased from us, there will be a \$250.00 Fine that must be paid day of your event by the person that signs this contract. If anyone else is bringing in their own drinks of any kind, this goes for fast food cups, polar pop cups, any drink that is not purchased from us, can not be brought inside. If you did not purchase from us, you can not bring it in! Signs are posted outside and inside that the fee is \$250.00 fine.*

***EXCEPTION: if you re-arrange with Sonya in advance, you may supply pop and water for your guests.*

Please sign that you understand the **NO DRINKS OF ANY KIND ARE ALLOWED**

Signature Name: _____

5. Seating: 128-136 (16-17 round tables of 8) people with a Dance floor in Banquet hall. 200 people Maximum capacity, with no dance floor in Banquet hall, tables can be removed after dinner to allow for space for dance floor. (extra bartender helps with this, and must have 2 bartenders if you plan on having more than 136 people, as we do not leave the bar unattended)
6. Decoration Rules: Real Candles must be in a container. *(If wax drips on our chair covers, pen marks or anything we can not get out an additional fee of 25.00 tablecloth & 10.00 per chair cover.) YOU* will be charged either after event or that night. (THIS IS THE FEE TO TAKE TO THE DRY CLEANERS, AND YOUR MONEY WILL NOT BE RETURNED)) *Decorating to be done day of event as early as opening hours (10am), unless booked 2 days event. Or paid for extra hour to start at 8am.* **ABSOLUTELY NO GLITTER (NOT EVEN GLITTER ON DECORATIONS), NO TABLE CONFETTI OR OUTSIDE CONFETTI, CONFETTI IN BALLOONS, GLASS OR PLASTIC JEWELS OR ARTIFICIAL LOOSE PETALS OUTSIDE. FLOWER GIRLS MUST HAVE REAL PETALS.** YOU MAY DECORATE MANTEL. **ABSOLUTELY NOTHING TAPED, STAPLED, TACTED TO OUR WALLS.** Nothing can be hung from the chandeliers, wreath stays on the fireplace, curtains stay in place. WE DO NOT LET YOU USE OUR LADDER, MUST BRING YOUR OWN IF YOU NEED ONE. No decorations on the alcohol bars. ****Outside tables and chairs must stay on the patio & the tasting room** for our regular customers to have a place to sit during our normal business hours during that day. *They can not be moved off patio.*

7. Cake, Floral, Decoration deliveries & Wedding favors: A designee from the wedding party must be present to receive delivery of bakery, floral, and decoration items for your wedding. Cakes should not be delivered earlier than 3-4 hours before a reception and **we do not provide refrigerated space for cake storage** and do not move and setup cakes, that is the responsibility of the bakery vendor. ****Wedding favors for your guests can not contain alcohol, unless you purchase through Castle Finn Winery and we will leave at a bar so we can card everyone that will receive it.**

8. Clean-up: All glass bottles must be returned to a bar, all liquids must go in a container, and All decorations inside/outside must be cleaned before leaving for evening & Tables/chairs cleaned & stacked back on carts, floor swept & mopped. **If you do not wish to clean, just take your decorations and leave, charge of 250.00. If you hire outside vendor, check with them, as most do not do any cleaning, but take their decorations and leave.**

9. Damage Policy: We will assess damages (if any) after event, if assessed a fee will be charged.

10. Payment & Cancellation: Deposit of one-half of rental fee must be paid at time of reservation. **Balance is due two weeks before event. We accept Cash, Check, Visa, Mastercard, Discover. If a check bounces, a fee of \$35.00 will be collected. **DEPOSITS ARE NON-REFUNDABLE. No exceptions. Even due to Covid-19 or any other illness due to mandatory shut downs, we will not refund your deposit, You will be able to move your date once with no penalty. If you cancel, any other excuse not mentioned above and you cancel a scheduled event less than 60 days before the event you will be required to pay the entire amount of the event (The only time you can move a date not related to a mandatory shut down is if Bride or Groom only are on mandatory quarantine. Must have a DR NOTE to postpone your event. This is within 14 days prior to the event. Since that is when you are suppose to be in quarantine with a DR NOTE. Otherwise, event will go on. No refunds will be issued.) Cancellation form must be signed by all parties.**

11. Conduct: In the effort to provide an enjoyable safe environment for all our guests we reserve the right to ask guests to leave that are wearing indecent attire, exhibit nudity, behave violently, vulgarly or offensively toward others. The police may be asked to intervene at our discretion and no refunds will be granted if a group is asked to leave because of the afore-mentioned issues.

***Underage Drinking:** We have a zero tolerance policy for underage drinking as per Illinois State law and we will enforce the legal drinking age of 21. If we find underage guests are being given alcoholic drinks by family and friends those giving drinks to minors and the minors will be asked to leave. Please understand this is the law and it will be applied to all event guests even members of the wedding party may be asked to leave should this occur.

***Right to Refuse Service:** We reserve the right to refuse service of alcohol to any person we deem to be inebriated. We want to provide a safe and fun event for everyone and picking up a car the day following an event is a small inconvenience for a friend's safety.

12. Marriage License: We are located in Edgar county, so the Paris, IL courthouse is where you would need to go.

13. The only place to get ready is the bathrooms. All other rooms have camera's. If bride wants to hide from groom, she may use the production room, but only 3 people are allowed back there at all times. No Exceptions.

LIABILITY INSURANCE

14. BUSINESSES: Cupcakes, Photographer, Wedding Planners, etc. Anyone that you hire to assist with your wedding/reception or any event booked with us, this includes family. They Need to have liability insurance on file here at the winery. See attached paper for approved vendors

If your family or a friend (PAYING THEM) does any part of the food, DJ, cake/cupcakes, Photographer, decorations, etc. we as "Castle Finn Vineyard & Winery, Inc." are not responsible for your products or equipment malfunctions of any sort. We "Castle Finn Vineyard & Winery, Inc." do not have any liability responsibility for any and/or all unforeseen events. (IF YOU ARE NOT PAYING THEM \$\$ THEY DO NOT NEED INSURANCE, UNLESS THEY HAVE A BUSINESS, THEN THEY NEED TO SUPPLY US WITH LIABILITY INSURANCE (COI).

Please sign that you fully understand points listed on 14 & 15 ON LIABILITY INSUARNACE NEEDED

Sign: _____ Date: _____

Rehearsal are Free of charge as long as they are performed outside (anytime) or before 6pm indoors. As long as there is not an event the evening before. Please check with Sonya (217-712-0253 text before 8pm and after 8am)

Decorating or anything else, the per hour rate will apply. Unless you book the 2-day event rate.

Gratuities for the staff will greatly be appreciated.

Thank you for choosing Castle Finn Vineyard & Winery, Inc. for your special event.

Sign and date to indicate your agreement to all points in this contract:

Name: _____

Date: _____ Initials of Staff _____