W. TERRE HAUTE, INDIANA

SYCAMORE

EST. 2015

WINERY

Entertaining at the Sycamore Winery

The Sycamore Winery is a privately owned 60-acre country estate in the rural community of West Terre Haute, Indiana with a 7,600 square foot winery, brewery, and event space. The grounds include a tasting room, on-site wine production facility and micro-brewery, large event space, kitchen, outdoor terrace, bridal suite, walking trails, and two beautiful lakes. The winery is the perfect setting to host a country or upscale wedding ceremony, reception, business event, retreat, or day camp. The 3,600 square foot White Barn with beams, wood-burning fireplace and elegant charm holds up to 250 guests. The rustic-chic tasting room and quaint outdoor terrace are perfect for smaller, more intimate gatherings such as, bridal and baby showers, rehearsal dinners, evening cocktail parties, business meetings, or family reunions. The grounds can also accommodate outdoor wedding ceremonies and tented receptions. Guests are encouraged to enjoy the walking trails and the secluded fire pits by the lake are cozy spots to relax, roast marshmallows, or sip some wine with friends.

The Sycamore Winery is an all-inclusive event venue that offers facility rental, design services, and event coordination. Host your wedding or next event at The Sycamore Winery and let our design staff do all the work. Brides and grooms are encouraged to take advantage of our wedding packages, which include additional services. If you are just getting started in planning your big event, contact us and arrange a free consultation with our design staff.

Facility Rental

THE WHITE BARN

The main reception venue is a 45x80, 3,600 square foot column-free banquet room that holds an estimated 250 guests. The White Barn has a traditional look with large windows, large stone fireplace, and soaring 18ft ceilings. This event space is adjoined to the tasting room and outdoor terrace which are ideal for pre-reception cocktails or hors d'oeuvres. The barn is finished out with wood beams and stained concrete floors. *Seats 250 guests maximum*

(Includes tables and chairs for 250 guests, floor-length white table clothes, cake table, gift table, food serving tables with white table clothes, use of kitchen for food prep & use of tasting room bar with no bartender fees. Set-up & breakdown of chairs and tables included.)

	Mornings *(8AM – 5PM)*	**Evenings** *(5PM – 11PM)*	**Additional hours**
Monday – Thursday	$600	$750	$150
Friday	$800	$900	$150
Saturday *(all-day rental only from 10AM – 11PM)*		$2500	$200
Sunday (*all-day rental only from 10AM – 9PM*)		$1800	$200
Holidays/Holiday Weekends	*inquire about dates and pricing*		

Outdoor Wedding Ceremony
Includes white garden-style folding chairs. Set-up & breakdown of seating included. Only available with facility rental.

1-100 guests	$400
100-250 guests	$550

Security Guard = $30 per hour per guard
(1 guard may be required for parties over 100 beginning at 5PM)

Bar Options
During all events, the tasting room bar will be open for wine and craft beer sales and staffed with one of our helpful bartenders at no additional charge. Wine will be sold by the glass only during large events and beer by the glass. An open-bar option is also available with charges being assessed based on open wine bottles and beer glasses served during the event. Various bar options are available based on budget and need.

*See **Wedding Packages** below for more rental options.*

THE TASTING ROOM

The tasting room hosts a large bar, beautiful wood beams and stained concrete floors. The tasting room holds up to 50 guests and can be reserved for private parties, such as bridal showers, bachelor and bachelorette parties, birthday parties, class reunions or business meetings.

(Includes tables and chairs for 50 guests, use of lobby and outdoor space along with use of tasting room bar with no bartender fees.)

	4 hours	**Additional hours**
Monday – Thursday or Sunday	$450	$75

The Tasting Room can only be reserved after hours (when the winery is closed to the public) and not on Saturdays. This typically provides guests with the opportunity to reserve the Tasting Room anytime on Mondays, Tuesdays, weekday evenings or Sunday evening. Note: Use of kitchen is NOT included with a Tasting Room rental.

Private Wine Tasting = Gather a handful of couples together for a private wine tasting experience for 2 hours. Guests will receive a wine or beer tasting, complimentary glass of wine, plus cheese, meat and fruit trays of your choice will be setup for your guests to enjoy during the visit. This package is great for couples showers, bachelor/bachelorette parties, church groups, or bus groups that desire a more private wine tasting experience. Not available when the tasting room is open to the public and not available on Saturdays. *For larger private wine tasting events, please inquire about details and pricing.*

Monday – Thursday or Sunday	$30 per person (10 guest minimum)
Friday	$30 per person (20 guest minimum)

Kitchen = $35 per hour
(Includes use of kitchen for food prep & storage only with facility rental contract. Use of kitchen is free with rental of the White Barn and select event packages.)

Bar Options
During all events, the tasting room bar will be open for wine and craft beer sales and staffed with one of our helpful bartenders at no additional charge. Wine will be sold by the glass only during large events and beer by the glass. An open-bar option is also available with charges being assessed based on open wine bottles and beer glasses served during the event. Various bar options are available based on budget and need.

Event Packages

If you are planning a wedding or other special event, The Sycamore Winery encourages taking advantage of the below package deals. The packages include an exclusive day-of event coordinator, access to use all decorations, private bridal suite, we take care of the set-up and clean-up for your event, plus many extras. See details below.

A Night to Remember (*reception only*) =	$3,900 - $5,500
A Wedding Day Affair =	$4,900 - $6,500
The All-Inclusive *Weekend* Wedding Package =	$8,500
An Intimate Wedding Day Affair *(up to 50 guests)* =	$3,500

Standard Package Services - all packages include the following:

- Access to ALL The Sycamore Winery decorations for use at your event at no additional charge. Use of any and all inventory, including: table covers, runners, centerpieces, vases, jars, serving trays, easels, wine barrels, lanterns, greenery, table numbers, and more. *see examples of our décor inventory on our Pinterest page -* https://www.pinterest.com/sycamorewinery/decor-inventory/
- Use of the lofted bridal suite for you and your bridal party to use for dressing, make-up and hair. The bridal suite includes a private bathroom.
- Our detailed event coordinators and additional staff will be on hand and exclusively devoted to your event for the entire day. This includes:
    - setup, arrangement, break-down and decorating for your event
    - meeting and greeting guests and vendors
    - help manage day-of event schedule
- Our staff will take care of all the clean-up and trash removal after your event. This is a BIG ONE that most clients overlook. Who wants to clean up on the night of their wedding or ask friends and family to stay behind to help after a big event? Just enjoy your day and let us do all the work!
- 10% discount on all alcohol pre-purchased or part of an open bar for your event
- 20% off rental rates for hosting your engagement party, bridal shower, bachelorette party, or bachelor party at The Sycamore Winery.

Note: The Tasting Room will remain open to the public during normal business hours. All packages do not include catering, entertainment, security, and other amenities.

A Night to Remember = $5,500 *(Saturday)* **$4,600** *(Friday/Sunday)* ***$3,900*** *(Mon-Thurs.)*

Host an evening reception/party at The Sycamore Winery while having full access to the Tasting Room and grounds. This package is ideal for wedding receptions with the ceremony off-site or for corporate parties where decorating and coordination is needed. This package includes all of the above + the following:

- The White Barn is reserved for your event from 10AM-11PM.
- Includes tables and chairs for 250 guests, floor-length white table clothes, cake table, gift table, food serving tables with white table clothes, use of kitchen, use of tasting room bar with no bartender fees and outdoor terrace and tasting room after normal business hours. Set-up & breakdown of chairs and tables for reception included. Additional fee for outdoor tables and chairs.

A Wedding Day Affair = $6,500 *(Saturday)* **$5,600** *(Friday/Sunday)* ***$4,900*** *(Mon-Thurs.)*

Host the wedding of your dreams at The Sycamore Winery and dance the night away in the White Barn or outside under the stars. This package includes all of the details from *A Night to Remember* plus:

- Host both your wedding ceremony and reception at The Sycamore Winery. No need for you or your guests to travel between venues. Your wedding ceremony can be held outside on the grounds or inside the barn. This includes:
    - Seating for up to 250 guests for an outside ceremony (inside barn seating may depend on arrangement for reception)
        - *Standard seating includes white garden-style folding chairs.*
    - Cocktail tables on the lawn or terrace for your guests to mingle between ceremony and reception (weather permitting)
    - Set-up and break-down of ceremony seating and cocktail tables
    - Our day-of wedding coordinator will help with rehearsal walk-through

***This package does not include outdoor audio or sound system or additional outdoor lighting (besides outdoor building lighting).*

The All-Inclusive *Weekend* Wedding Package = $8,500 (Friday/Saturday)

This package includes all the details from *A Night to Remember and A Wedding Day Affair* plus:

- In addition to Saturday, the White Barn is reserved all day on Friday. The barn is only devoted to your event for the entire weekend (both Friday or Saturday).
- Host your Friday evening rehearsal and rehearsal dinner in the Tasting Room or outside on the terrace or lawn (weather permitting). Includes tables and chairs, table clothes, table skirting, & all outdoor spaces. Set-up & breakdown of chairs and tables for Friday evening event included. Tasting Room can be used from 7pm – 11pm on Friday evening.
- Private wine tasting on Friday evening for you and up to 30 guests (additional guests available for a fee). Tasting room bar will remain open after business hours, only to your guests from 7 -11PM on Friday evening.
- Our detailed event coordinators and any additional staff will be on hand and exclusively devoted to your event for the entire weekend. This includes services for all decoration set-up, tear-down, and clean-up of rehearsal dinner and events on Friday.

An Intimate Wedding Day Affair = $3,500

Host an intimate outside wedding ceremony and reception in The Tasting Room during an evening after hours at the winery (excludes Saturdays). This package is perfect for a small event with 50 guests max. This package includes all of the *Standard Package Services* listed above, plus:

- Host both your wedding ceremony and reception at The Sycamore Winery. No need for you or your guests to travel between venues. Your wedding ceremony can be held outside on the grounds or in the event of rain, in front of the fireplace in the large event space. This includes:
    - Outdoor ceremony seating for up to 50 guests
        - *Standard outdoor seating includes white garden-style folding chairs.*
    - Cocktail tables on the lawn or terrace for your guests to mingle between ceremony and reception (weather permitting)
    - Set-up and break-down of ceremony seating and cocktail tables
- The Tasting Room is reserved for your event for 4 hours after the close of tasting room hours for the public. *For example: If tasting room closes at 7PM on Thursday, you could have a 7PM ceremony on the lawn, followed by a dinner reception inside the Tasting Room until 11PM.*
- Includes tables and chairs for 50 guests, cake table, gift table, food serving tables, floor-length linens for all tables, use of kitchen, use of tasting room bar with no bartender fees. Set-up & breakdown of chairs and tables for reception and ceremony included.

Additional Services:

Signature Wine Selection = $500
Participate in selecting the wine exclusively for your special day. During a wine tasting, the bride and groom will select a signature Sycamore Wine that will then be bottled and served the night of their wedding. This includes 24 custom labeled 750ML wine bottles. Labels can be designed to match other wedding graphics/décor. The wine can either be served at The Tasting Room bar or placed on the guest tables. All unopened wine can be taken home by the bride and groom.

Wedding Officiate = $125
Non-denominational wedding officiate can be available for your wedding ceremony. This includes: prior meeting with officiate to discuss vows and ceremony proceedings, officiate to help lead the rehearsal for 1 hour the night before the wedding, and officiate will perform the ceremony on your wedding day.

Bridal Loft = $250 *(if not purchasing a package)*
Use of the lofted bridal suite is included in all packages. If you are not purchasing a package but are still interested in using the bridal loft for you and your bridal party, you can reserve the entire loft for the duration of either the White Barn or Tasting Room rental.

Self-Catering Fee = $150
In the event that a professional, licensed caterer is not hired to cater your event, a $150 fee will be assessed and a liability waiver will be required insuring that the client and party responsible for providing food assumes all risks and responsibilities. See self-catering FAQ below for details.

FREQUENTLY ASKED QUESTIONS

FACILITIES

Who is responsible for cleaning up after my event?
Clean up is the responsibility of the booking party, besides packages that specifically state that clean up is included in the cost. Clean up includes trash removal into outside trash receptacles, mopping, sweeping, clearing tables, etc. Event spaces must be left clean and in the same condition as it was upon arrival. Caterers are always responsible for cleaning all areas they used, regardless if client purchases a package. A detailed checklist and information regarding clean up will be provided with contract.

What time can I access the facility to set-up for my event?
This depends on if you purchased a package or booked only a facility rental. If no package is purchased, the time reserved is the time you have available to setup, hold your event, and clean up. If additional set-up time is needed for your event, additional hours can be reserved at a fee or it may be best to consider purchasing a package for your special event.

What all is included in the cost of the facility rental?
As stated above, all rentals include tables, chairs, table clothes (White Barn rentals only), use of kitchen for food prep (White Barn rentals only) and use of Tasting Room if outside normal business hours. China, glassware, and cutlery are not included in rental fee. These items are to be supplied by the caterer. Setup of outdoor tables and chairs are subject to additional fees unless included in a package. Setup and clean up, including trash removal to outside receptacles, is not included in the facility rental cost, unless stated in the package being purchased.

What types of decorations are NOT allowed?
Confetti, glitter, silly string, bird seed/rice (indoors), open flames and live animals (indoors) and anything that can damage walls or beams are all items that are not allowed at The Sycamore Winery.

Is there adequate parking available for my event?
Yes, our paved and gravel parking lot will accommodate all large-scale events with 250 max capacity. Additional parking is available in the field for outdoor events exceeding 250 guests.

What type of music is permitted?
No vulgar or explicit music is allowed due to The Sycamore Winery being a family-friendly atmosphere. The volume of music must be kept at an acceptable level during the entire event. A band, dj, or artist must be preapproved by The Sycamore Winery prior to the event.

Is there audio/visual equipment available?
Televisions for slide shows or other use are available in the White Barn (no televisions available in the Tasting Room. All events requiring music or microphone needs would need to work with an outside

vendor (dj or band) to provide speakers, microphone or other sound equipment. Electrical power will be available for their use. The Sycamore Winery does not have a projector and screen.

Is a security guard required for my event?
All parties after 5PM that have over 100 guests are required to have one (1) security guard per 250 guests. Cost is $30 per security guard/hr. and will be included in contract.

I am having an outside ceremony or reception. What happens in the event of bad weather?
All outside ceremonies and receptions require a facility rental that will accommodate the size of the party. This provides an indoor facility readily available in the event of bad weather.

CONTRACTS AND PAYMENTS

What is required to secure my event date and rent one of the facilities?
All facility rentals require a non-refundable deposit due at booking to reserve date. Deposit amount required is 50% of the facility rental/package fee. Deposit amount will be applied toward the final rental fee. Payment is due in full no later than 60 days prior to event date. For bookings that occur less than 60 days from event require payment in full at time of booking. A signed rental contract is required for all facility rentals. No person under the age of 21 can rent the facilities or sign a rental contract. All rental pricing above does not include 7% Indiana sales tax.

VENDORS, CATERING, FOOD/BEVERAGES

Can I use my own caterer?
The Sycamore Winery does not provide in-house catering, so you are free to work with any outside caterer of your choice. We do prefer licensed caterers that have a liability insurance policy. All caterers must be approved by The Sycamore Winery before the event and provide proof of insurance. In the event that a non-licensed caterer is used (this includes self-catering or catering by family and friends), the client will be charged a $150 fee. See self-catering details below. Please inquire about using a non-licensed caterer.

What are the requirements if I plan to self-cater?
Self-catering is a difficult task when it comes for providing food for large parties. The Sycamore Winery encourages clients to NOT self-cater, but in the event that a professional, licensed caterer is not hired, a $150 fee will be assessed and a liability waiver will be required insuring that the client and party responsible for providing food assumes all risks and responsibilities. In addition, it must be noted that The Sycamore Winery staff WILL NOT be responsible for prepping, warming, dishing, or handling any and all food items, regardless if a package is purchased. The client is responsible for both setup and cleanup of food, plates, napkins, silverware, and all others items associated with the food setup. The client is responsible for cleaning the kitchen if the kitchen was used for prepping and warming. The client is allowed a maximum of (2) large cookers. The Sycamore Winery cannot guarantee outlets or counter space for multiple crockpots or warmers. The client should plan for little to no refrigerator space to use for storing prepared food or leftovers. The Sycamore Winery will not

provide the following: serving ware, utensils, bowls, platters, ladles, knives, drink dispensers, etc. in the event that the client fails to bring the appropriate items for self-catering.

Can you recommend local vendors?
Yes, a list of local vendors can be provided upon request.

Can we bring our own alcohol?
No. No outside alcoholic drinks of any kind are permitted on The Sycamore Winery grounds (this includes the parking lot and all 60 acres owned by The Sycamore Winery). If outside alcohol is brought onto the premises, the alcohol will be confiscated by winery staff or security. The client is responsible for ensuring their guests do not bring outside alcohol onto the premises. The winery manager or security on staff during the event have the right to ask guests to leave if outside alcohol become an issue during an event and have the right to end an event early if issues persist.

Will we or the caterer have access to the kitchen?
Yes, for food prep only with rental of the White Barn or if you purchased kitchen facility rental separately. This means all food must come pre-pared (cooked or baked) prior to being delivered to The Sycamore Winery. You and/or your caterer will have access to the kitchen for storing, prepping, warming, and cleaning only. Refrigerator space is limited, so please prepare for little to no refrigerator space for storing prepared or leftover food.

Does the Tasting Room offer non-alcoholic drinks?
Yes, the tasting room bar serves non-alcoholic drinks such as tea, water, coffee and soft drinks. Other non-alcoholic beverages can be made available upon request for an event. Non-alcoholic drinks are available for purchase by guests or can be available as part of an open-bar option where charges are assessed based on drinks served throughout the event.

Is there an additional bar set-up or bartender fee?
No additional fee is required to use the tasting room bar, which includes wine and craft beer sales.

What are the bar package options?
During all events, the tasting room bar will be open for wine and craft beer sales and staffed with one of our helpful bartenders at no additional charge. Wine will be sold by the glass only during large events and beer by the glass. An open-bar option is also available with charges being assessed based on open wine bottles and beer glasses served during the event. Various bar options are available based on budget and need.