



# *A Gervasi Wedding*

CELEBRATE ELEGANT BEGINNINGS



GERVASI VINEYARD PROVIDES A UNIQUE  
AND MEMORABLE SETTING FOR  
INTIMATE INDOOR OR OUTDOOR SPECIAL EVENTS.



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**The Pavilion** overlooks a spring-fed lake, lavish grounds and vineyard, creating a picturesque setting for your special event.

**The Villa Grande**, nestled in Gervasi Village, is a Tuscan-inspired event facility featuring an indoor ballroom, atrium and veranda.

Host an elegant and stylish event in a breathtaking environment. Gervasi Vineyard truly is Northeast Ohio's premier event destination.

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# *The Pavilion*

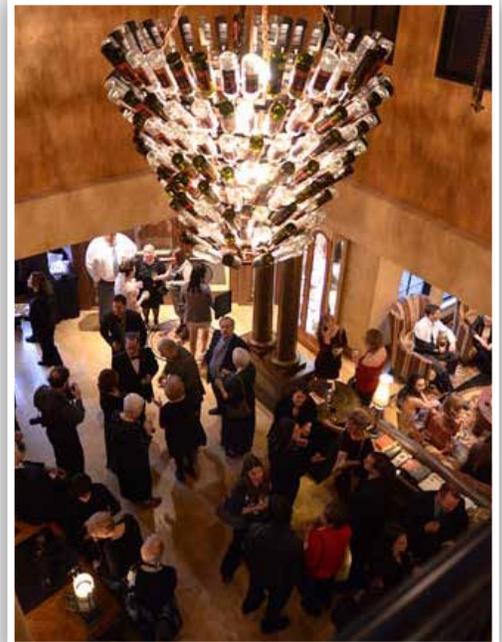
## VENUE DETAILS



- Outdoor open-air, Italian-inspired structure located next to the lake and vineyard
- 6,060 sq. ft. Pavilion with surrounding green space
- Maximum 300 guests depending on setup requirements
- Drop-pendant speaker system and wireless microphone
- Intimate bridal changing room for private use during wedding located along pathway to Pavilion
- Restrooms accessible at The Pavilion and along the pathway to The Bistro outside.
- Shared parking lot located within walking distance of Pavilion
- Available mid May – October only

# *The Villa Grande*

## VENUE DETAILS



- Ballaria Sophia – 1,920 sq. ft. ballroom featuring sound system, decorative and functional lighting. Can be set up in a variety of configurations
- Atrium - 969 sq. ft. lobby
- Veranda - 12'x60' outdoor patio (available during warm weather months)
- Ceremonies and receptions for 40-120 guests depending on setup requirements
- Multi-use restrooms available off of Atrium
- Coat check room available
- Accessible parking
- Available year-round

# WEDDING EVENT DETAILS

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## FOOD & BEVERAGE

All food and beverages for Pavilion or Villa Grande events must be provided by Gervasi Vineyard. Gervasi provides full catering and bar service. Please see Catering Packages for complete details. Gervasi Vineyard Catering Services provide guests the unique opportunity to experience our upscale restaurant quality food at their special event or wedding. Our culinary team, led by Executive Chef Jerry Risner, will prepare your menu onsite while utilizing hand-selected fresh seasonal ingredients. Gervasi Vineyard Bar Services provide clients a variety of options including our handcrafted wines, select beer, top shelf spirits, and soft drinks. Food and beverage minimums apply. See Facility Fee Schedule. No outside food or beverage of any kind is permitted for any event at Gervasi with the exception of wedding cakes.

## EVENT COORDINATION

The on-site Gervasi Event Coordinator will work with you to select your menu, bar selections, space layout, table setup, timing and rentals needed. Gervasi can assist in referrals for outside services or vendors, should guests request assistance with florist, cake, tablescape, music or other wedding coordination services beyond on-site.

## RENTALS

Any rentals requested or required by the host, beyond what is included in the catering or bar packages, will be at the expense of the guest. This includes but is not limited to dance floors, tents, heaters, special linens, dinnerware, trellis, additional bar setups, etc.

## PICTURES

Bridal parties are welcome to take pictures before or after their ceremony or reception in the immediate area surrounding the venue booked. Pictures are not permitted in areas where another private event is taking place, or in public dining areas including The Farmhouse, Bistro, Marketplace, or Patio. All photographers will be required to sign an agreement that outlines the areas of the property are accessible to them for photos.

## WEATHER

Guests should understand that The Pavilion is an outdoor open air structure. Inclement weather (wind, rain, extreme heat, or cold temperatures) is an inherent risk of utilizing this facility. While the design of the pavilion (large overhangs) and the curtains provide some protection against the elements, guests must still access the pavilion along uncovered walks and severe weather could effect the activities inside the pavilion. Heating options are available for colder weather events through rental services at the expense of the host.

An indoor back-up facility (The Villa Grande) is available for an additional fee (if the Pavilion event size can be accommodated in The Villa Grande) but must be reserved in advance to ensure availability. See Wedding Facility Rental Fee Schedule for details. Rain dates are not available for any event and Gervasi assumes no responsibility for the effect of weather on any event.

## MUSIC

Live or recorded music will be permitted for ceremonies and receptions in The Pavilion and The Villa Grande. All musicians and DJs will be required to sign a sound ordinance agreement stating that music must cease at 11pm on Friday or Saturday and 9pm on Sunday-Thursday, and that Gervasi has the right to monitor and adjust sound levels at any given time.

**See Catering and Bar Service Summaries along with Facility Rental Fee Schedules for further details on venue, food and beverage service options and fees.**

\*UPDATED 4/30/18

# EVENT COORDINATION SERVICES

One of the services provided by Gervasi Vineyard is an on-site event coordinator who will be able to help you create your dream day. Below are the items your coordinator will help you with, throughout the planning process and on your wedding day.

## Services Offered Prior to Wedding Day

- Schedule group tasting
- Help select the menu and bar options
- Create layouts for ceremony and reception
- Offer suggestions and assist in determining linen colors
- Help select the ideal vendors for your event, this does not include booking (*see recommended vendor list to get started*)

## Services Offered Day of Wedding

- Confirm accurate room setup
- Follow pre-determined timeline, according to final banquet event order
- Execute each event detail, as outlined on final banquet event order
- Place all linens and napkins
- Greet/instruct outside vendors upon arrival
- Set place cards (*must be in alphabetical order*), card box, guest book, and favors
- Light candles, ensure that all flames are contained
- Coordinate ceremony processional, including cues for musicians and officiant
- Coordinate flip from ceremony to reception, as needed
- Ensure dinner service runs smoothly

## Services NOT Offered by Gervasi Vineyard

- Leaving the property for items forgotten by wedding party
- Assisting bride with hair, makeup, or getting dressed
- Creating centerpieces or other venue decorations
- Setting up centerpieces
- Putting on chair covers/sashes
- Passing out ceremony programs
- Loading cars at conclusion of event with reception decorations, gifts, and floral
- Ushering or releasing seats

## Services NOT Offered Prior to Wedding Day

- Attending any offsite appointments
- Collect RSVPs
- Creating centerpieces or other venue decorations
- Creating place cards, menu cards, favors, seating charts, invitations
- Storage of any wedding items/décor

## Outside Vendor Expectations and Services Not Offered by Gervasi Vineyard

### **Photographers**

- Coordinate all photographs taken on Gervasi property
- Sign photographer agreement

### **Bakery**

- Setup and delivery of any and all bakery items
- \* **No refrigerator or freezer will be available for use**

### **Florist/Day of Decorator**

- Deliver, assemble and set centerpieces
- Remove centerpieces at conclusion of event
- Put on boutonnieres and pass out bouquets

### **Musicians/DJ/Band**

- Setup of all equipment
- Organize/line up the bridal party for the “announced in”
- Making announcements throughout the reception
- Monitor sound level per Gervasi Vineyard sound agreement

**All other outside vendors will be responsible for their own setup and services offered**

# 2021-22 FACILITY RENTAL FEE SCHEDULE

## FACILITY RENTAL FEE AND FOOD/BEVERAGE MINIMUMS

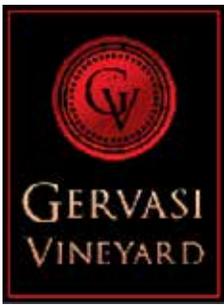
### Guidelines:

- Event rates include 7 hours of utilization from guest arrival to guest departure. (Extended use incurs additional fees of \$300 per hour. )
- Event and music must end at 11pm for Friday/Saturday events and 9pm Sunday –Thursday.
- Food and beverage minimums are before service charge and taxes.
- Gervasi Vineyard is closed for select holidays or may require custom quoting.
- Additional incentives may apply to weddings that take place January –March. Please inquire with our sales office.

FACILITY NAME & LOCATION	TYPE & DESCRIPTION	CAPACITY MAXIMUMS	WHEN	FACILITY FEE	FOOD & BEV MIN
BALLARIA SOPHIA May – October <b>Villa Grande</b>	<b>PRIVATE</b> Event/Banquet Room located on the ground floor. Shared lobby, full use of veranda.	Wedding Reception: 120 Ceremony: Options Vary	Thurs Rehearsal Dinner Friday Saturday Sunday - Thursday *Memorial Day/Sunday *Labor Day/Sunday *Fourth of July 2021 (Sunday) *July 3, 2022 (Sunday)	\$600 \$2,200 \$3,000 \$1,800 \$2,000 \$2,000 \$2,000 \$1,850	\$2,200 \$5,000 \$6,000 \$4,000 \$5,000 \$5,000 \$5,000 \$5,000
BALLARIA SOPHIA November – April <b>Villa Grande</b>	<b>PRIVATE</b> Event/Banquet Room located on the ground floor. Shared lobby, full use of veranda.	Wedding Reception: 120 Ceremony: Options Vary	Thurs Rehearsal Dinner Friday Saturday Sunday - Thursday *New Year's Eve	\$600 \$1,200 \$1,600 \$1,000 \$2,750	\$2,200 \$4,000 \$5,000 \$3,600 \$6,000
TUSCAN PAVILION (May –October) <b>Outdoor Pavilion</b>	<b>PRIVATE</b> Outdoor open air & covered event Pavilion located near the lake and vineyard.	Wedding Reception: 300 Ceremony: Options Vary	Friday Saturday Sunday - Thursday *Memorial Day/Sunday *Labor Day/Sunday *Fourth of July 2021 (Sunday) *July 3, 2022 (Sunday)	\$5,500 \$7,200 \$4,000 \$5,500 \$5,500 \$5,500 \$5,500	\$9,000 \$13,000 \$7,000 \$9,000 \$9,000 \$9,000 \$9,000

**Gervasi Facility Rental Fees and times subject to change without notice.**

\*Updated 5/4/21



**Event Number:**  
 E10473 **Booking**  
**Date:** 1/11/2018  
**Revised:**  
 10/30/2018 (9:11  
 am)

# Wedding Event Agreement

<b>Company/Organization:</b>	Wedding Couple	<b>Bride:</b>	TBD
<b>Event Type:</b>	Wedding Ceremony and/or Reception	<b>Phone:</b>	TBD
<b>Event Date:</b>	TBD	<b>Email:</b>	TBD
<b>Event Venue:</b>	TBD	<b>Groom:</b>	TBD
<b>Guest Count:</b>	TBD	<b>Phone:</b>	TBD
<b>Start Time:</b>	TBD	<b>Email:</b>	TBD
<b>End Time:</b>	TBD	<b>Address:</b>	TBD
<b>Guest Arrival Time:</b>	TBD	<b>City/State/Postal</b>	TBD
<b>Facility Rental Fee:</b>	\$0	<b>Food/Beverage Minimum:</b>	\$0

**Food & Beverage Minimums are before 20% service charge and applicable taxes.**

## PAYMENT SCHEDULE:

- A. Due at Booking: 100% of Facility Rental Fee: \$0
- B. Due TBD (90 days prior to the event 50% of Food and Beverage minimum plus 50% of Minimum Service Charge)
- C. Due TBD (14 days prior to event) – \$TBD (Balance of the ACTUAL Food and Beverage Total LESS 90 day payment)

## FACILITY RENTAL FEE:

Standard Facility Rental Fees include up to **7 hours** of utilization from guest arrival to guest departure. Extended use

incurs additional fees of \$300.00 per hour. **All Friday and Saturday events end at 11 PM. All Sunday-Thursdays events end at 9 PM.**

The Facility Rental Fee is separate from the Food and Beverage Minimum and is not applied to any food or beverage minimums or payments.

## FOOD AND BEVERAGE:

Food and Beverage Minimums are based on the facility/room selected and the date of the event.

The guest is responsible for the entire Food and Beverage Minimum. Any unmet Food and Beverage Minimum balances will incur a 20% service charge.

All food and beverages must be supplied by Gervasi.

Neither guest nor any attendee will be permitted to remove any alcohol or alcoholic beverage from Gervasi. Any open bottles or partially empty alcoholic beverages will be retained by Gervasi, with the exception of Gervasi wine.

In accordance with prevailing laws, Gervasi will refuse to serve anyone under the legal drinking age of 21. Guests will be required to show a photo ID for proof of age. Gervasi also reserves the right to refuse to serve alcohol to any guest(s) as our staff deems appropriate.

Guests may enjoy Gervasi buffet options for on-site consumption for a limited time, no longer than 2 hours, **carry-outs not permitted on buffets.**

Gervasi reserves the right to increase menu pricing due to market price fluctuations at any time.

Preliminary menus selections and room set-up requirements are due 90 days prior to event. Final selections and event details are required 14 calendar days prior to event. Additional changes may incur additional charges.

**Catering Package information and pricing will be updated each November for the following event season.**

**ADDITIONAL SERVICES AND CHARGES:**

Security: All Ballaria weddings require one security officer at a cost of \$180. All Friday, Saturday and Sunday Pavilion weddings require two security officers at a cost of \$360. Select large events may require additional officers.

Bartender: \$250 per bartender.

Ceremony Chairs: \$5 per chair as needed.

Specialty Rentals/Services: As required

Linens for non-round dining tables: Custom quote to be determined based on layout requirements.

Outside desserts not provided by Gervasi: \$1.50 per person charge will be added to the menu cost.

**PAYMENT OF FEES:**

The Facility Rental Fee is due in full at contract signing and is a non-refundable fee to use the event space.

Fifty percent (50%) of the Food and Beverage Minimum shall be due 90 days prior to the event (plus 20% service charge on that half). If event date is less than 90 days from time of booking, then 50% Food and Beverage Minimum is also required with the Facility Rental Fee and is non-refundable.

**The final guaranteed guest count and the balance of the food and beverage costs shall be due 14 days prior to the date of the event. Gervasi will be prepared to serve no more than 5% above the final guaranteed guest count. A credit card must be placed on file at this time.**

At the conclusion of the event:

A. When the total bill **exceeds** the amount paid prior to the event, such additional amount shall be paid on the date of the event using the credit card on file with Gervasi.

B. When the total bill is **less** than amount paid prior to the event, the difference will be refunded by Gervasi within 5 business days, unless the total bill does not meet the Food and Beverage Minimum.

Any check returned for non-sufficient funds will incur any applicable fees. An additional method of payment will be required.

Any amounts not paid to Gervasi, when due, will accrue interest after the date such payment was due at the rate of 18% per annum. Guest shall be responsible for and shall reimburse Gervasi for any and all costs and expenses incurred by Gervasi in the collection of any amounts due from Guest; including, but not limited to attorney fees, court costs and other related expenses.

In the event that a guest fails to pay 50% of the Food and Beverage Minimum when due, Gervasi, at its option, may cancel this Agreement. Upon such cancellation, Gervasi shall be entitled to retain the entire Facility Rental Fee.

Note: Gift cards are not accepted as a form of payment.

**CANCELLATION POLICY:**

**\*\*Gervasi Must Receive Notice of Cancellation in Writing\*\***

<b>Date of agreement until 365 days prior to the event</b>	Forfeiture of Facility Rental Fee only
<b>From 364 days to 180 days prior to the event</b>	Forfeiture of Facility Rental Fee plus payment of 25% of Food and Beverage Minimum
<b>From 179 days to 90 days prior to the event</b>	Forfeiture of Facility Rental Fee plus payment of 75% of Food and Beverage Minimum
<b>From 89 days to 0 days prior to the event</b>	Forfeiture of Facility Rental Fee plus payment of 100% of Food and Beverage Minimum

Customer agrees that cancellation during the time periods set forth above will cause Gervasi to incur losses of types and in amounts which are impossible to compute and ascertain with certainty, and that the cancellation payment required by the cancellation policy above is liquidated damages that represent a fair, reasonable and appropriate estimate thereof. Accordingly, in the event of a cancellation, Customer agrees to pay the amounts set forth in the Cancellation Policy hereinabove as liquidated damages (the "Cancellation Payment"), upon payment of which Customer shall have no further obligation to Gervasi. Such Cancellation Payment is intended to represent estimated actual damages and are not intended as a penalty. Further, Customer agrees and acknowledges that it shall not be entitled to any services, food or beverages from Gervasi in exchange for the required Cancellation Payment. Any changes in date are considered the same as a cancellation. All standard cancellation policies apply.

**DISCLAIMER:**

**All Weddings are required to have their Band/DJ sign a sound Monitoring Contract.** Accordingly, Gervasi expressly reserves the right to require Guest to cease using any music that Gervasi deems inappropriate, and retains the right to reduce the volume at any time.

Gervasi retains the right to stop music at the event end time specified in the Facility Rental Fee section of this Agreement. Any live or recorded music, other than Gervasi provided background music, used in the Villa Grande requires reserving the entire Ballaria Sophia.

**All Photographers are required to sign an agreement stating where pictures are allowed to be taken on the property based on the venue that has been booked by the guest.**

**Guests reserving The Pavilion,** understand, agree and acknowledge that The Pavilion is an open air structure and dealing with inclement weather is an inherent risk assumed by the Guest. **Indoor back-up facilities and rain dates are not available.**

Gervasi reserves the right to monitor all events. In order to prevent damage to the fixtures and furnishings, banners or display items may not be affixed to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance. Guest agrees to be responsible for any damage done to the facility or any other part of the property by the Guest and/or its invitees, employees, independent contractors, or others under Guest's control. Liability for damages to the facility or any other part of the property will be charged to the Guest accordingly.

The use of birdseed, glitter, rose petals, confetti, or bubbles must be approved by Gervasi and an appropriate clean up fee may be assessed. The use of fireworks, sparklers, cigar/cigarettes (including favors) or any other type of flammable items is strictly prohibited.

Gervasi is not liable for damage to or loss of items, equipment or personal property belonging to the Guest and/or its invitees, employees or independent contractors. This includes, but is not limited to: gift packages or gift envelopes, bridal favors, bridal candles, toasting flutes, guestbook, cake knife/server/topper, decorations, etc.

**Unless otherwise agreed upon, delivery and pickup of all wedding items must take place the day of the event.**

Gervasi shall not be liable for the non-performance of this Agreement when said non-performance is attributable to labor disputes; strike; accident; government regulation; unavailability of food or beverage; riot; national emergency; act of God and/or other causes whether listed herein or not, which are beyond the reasonable control of Gervasi. In the event of the non-performance of this Agreement for any of the above-referenced reasons contained in this paragraph, Guest shall be entitled to a complete refund of their deposit and all other payments made, and there shall be no further liability by and between the parties.

Guest may not assign his/her/its interests under this Agreement without the written approval of Gervasi.

This Agreement represents the entire agreement of the parties and supersedes any other agreements or understandings, written or oral, between the parties with respect to the event.

This Agreement shall be construed under and interpreted in accordance with the laws of the State of Ohio.

The parties agree that any claim arising out of or in any way related to this Agreement shall be brought in the Common Pleas Court of Stark

County, Ohio and the parties expressly consent to personal jurisdiction and venue in said Court.

**VILLA ROOM BLOCK OPTION - ONLY available for 2 Villas (8 guest suites)**

Available only to weekend stay customer hosting a special event or wedding at Gervasi Vineyard, requires 2 Villa minimum (8 rooms), 2 Villa maximum (8 rooms) and signed agreement to implement. Based on availability. Group blocks can be created for eligible guests who want to secure 2 Villas (8 rooms) AND want the ability for their invited guests to pay for their rooms directly. If the host is paying for all rooms, then a group block is not necessary. For a group block, the guest secures desired number of rooms with valid credit card (and signed agreement) at which time Gervasi will provide the guest all necessary information to release to their invited guests. Invited guests can then make reservations under the group block, as long as rooms are available within the block.

Two night minimum applies to peak season weekends.

Rates are before applicable taxes and mandatory resort fee

Room reservations of less than 8 suites require full payment to reserve rooms per standard reservation policies at time of booking. Customers seeking less than 8 guest suites should book rooms directly online or by calling guest services (330-497-1000, option 1).

**Room requests can only be guaranteed once availability is confirmed AND a Villa Block Agreement is signed.**

\_\_\_\_\_ Yes, I would like to block Villas

\_\_\_\_\_ No, I am not interested in blocking Villas

**I HAVE COMPLETELY READ AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS CONTAINED IN THIS AGREEMENT.**

**Company/Organization:**

**Event Type:**

**Event Date:**

Signature: \_\_\_\_\_

(Print Name): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Customer

**Signed Agreement must be returned no later than TBD.**

**GERVASI 1700, LLC, dba**

**GERVASI VINEYARD & ITALIAN BISTRO ("Gervasi")**

Gervasi Representative: Event Sales

Date: 11/1/2018



# GERVASI VINEYARD MAP

