

# 2018-2019 Rental Form



**Castle Finn Vineyard & Winery, Inc.**

**1288 N. 1200th St.**

**Marshall, IL 62441**

**217-463-2600**

*Email Sonya:*

info@castlefinnwinery.com

*Website:* www.castlefinnwinery.com

**Hours:** April—Nov: Mon. Closed, Tues-

day-Friday Noon to 6pm, Sat. 10am to 6pm, Sunday Noon to 5pm.

Dec-March: Mon & Tues Closed, Wed-Sat Noon to 6pm, Sunday Noon to 5pm

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 of Event: \_\_\_\_\_ Weekend Pkg: \_\_\_\_\_

Set Up Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

Event Type: \_\_\_\_\_ Amount of People: \_\_\_\_\_ Open or Cash Bar: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

- Rental Fee before 6pm: \$125.00 per hour Rental Fee after 6pm: \$150.00 per hour

- **All Saturday's, Weddings, Receptions, Reunions...\$1072.50 Flat Fee**

- **Deposit: 536.25 Due at booking & Non-Refundable, final payment 536.25 (due 2 weeks before event date)**

### **\*\*Weekend Package: Book 2 Days for 1608.75 Flat Fee**

Deposit: **804.38 Due at time of booking and is Non-Refundable**

**(Set-up times between noon and 6pm) Before or after will be 25.00 per hour.**

**\*No Bar Minimum** (Tables/chairs, linens and 1 bartender (Beer side) Included in price)

*(Mandatory extra bartender is 50.00 for Open Bar but is highly recommended if party is over 125 guests)*

*(Chair covers are 2.50 each) (Oven/stove fee of 50.00 per day) (clean-up fee—150.00 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\*\***

**Any party extending 10 minutes over the contracted time will be charged a full hour's additional fee. No Prorated partial hours. All sales end at 11:30pm, every guest is to leave by midnight.**

*\*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. Once we are closed to public, the patio and tasting room can be used.*

1. Wine Purchases: 10% off 12 or more bottles mix or match.
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.
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, we will ask you to leave. 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**  
**\*\*If anyone from your bridal party is caught with outside alcohol there will be a \$250.00 Fee that must be paid day of your event by the person that signs this contract.**

**Signature Name:** \_\_\_\_\_

5. Seating: 160 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.
6. Decoration Rules: Candles must be in a container. If wax drips on tablecloths, pen marks or anything we can not get out an additional fee of 23.00 per tablecloth or chair cover will be charged after event. **Decorating to be done day of event as early as opening hours. If you need before, it will be \$25.00 per hour.** **ABSOLUTELY NO GLITTER (NOT EVEN GLITTER ON DECORATIONS), TABLE CONFETTI ALLOWED, GLASS OR PLASTIC JEWELS OR FAKE PETALS OUTSIDE.** 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. **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.

INITIAL THAT YOU READ AND UNDERSTAND ALL THE STATEMENTS ABOVE: \_\_\_\_\_

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.**

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 150.00. 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:** **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 or a Money Order.

11. **Cancellation:** **DEPOSITS ARE NON-REFUNDABLE. No exceptions.. If you cancel a scheduled event less than 60 days before the event you will be required to pay the entire amount of the event. Cancellation form must be signed.**

12. **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.

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

14. 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.**

INITIAL THAT YOU READ AND UNDERSTAND ALL THE STATEMENTS ABOVE: \_\_\_\_\_

14. 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

15. If your family 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. They must get a 1 day event insurance liability policy.

Please sign that you fully understand points listed on 14 & 15

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Rehearsal are Free of charge as long as they are performed outside (anytime) or before 6pm indoors. Decorating or anything else, the per hour rate will apply. Unless you book the 2-day event rate.

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## **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 the above policies:

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Initials of Staff \_\_\_\_\_