

Williamson Event Rental Contract

Williamson Orchards & Vineyards tasting room, event room and grounds are located at 14807 Sunnyslope Rd. Caldwell, ID 83607. Our tasting room is open to the public but can be rented for private events. Rental dates are on a first come first serve basis. To rent our space we require a rental fee in addition to a minimum wine purchase.

If you have any questions about this contract or our policies please contact us. Email: wine@willorch.com, Phone: 208-459-3322

Rental Availability & Setup/Clean Up

Our Tasting room's regular hours are 12:00 pm to 5:00 PM, Wed – Sun, with extended hours on Friday & Saturdays from June through September. Our tasting room will remain open unless alternate arrangements are made in advance. Availability of space is subject to change.

Event room - available to rent from 12 PM to 8:00 PM. Set-up for your event can start as early as 12:00 PM on the day of your event; an earlier set-up time is possible on a case by case basis.

Grounds - available to rent from 12 PM to 8:00 PM. Set-up for your event can start as early as 12:00 PM on the day of your event; an earlier set-up time is possible on a case by case basis.

Warehouse - available to rent from 12 PM to 8:00 PM. Set-up for your event can start as early as 12:00 PM on the day of your event; an earlier set-up time is possible on a case by case basis.

Tasting Room – The tasting room will remain open during regular hours to the public unless the entire facility is rented out. The tasting room is available to rent after the tasting room closes, from 5:30 PM to 8:00 PM (June - September 6:30 PM – 8 PM). Set-up for your event can start as early as 5:30 PM (June - September 6:30 PM) on the day of your event.

Rental Fees

Rental fees will cover the cost of the use of the property as well as staffing the event. Fees will vary depending upon the type of event, area of space reserved and the number of guests. **A 50% deposit of the rental fee will hold your date/time. The remaining balance is due prior to the start of your event.**

Rental Fee Structure:

- Event Room (capacity 15 - 30 people) = \$150
- Grounds (capacity 30 - 50 people) = \$300
- Warehouse (capacity 25 - 40 people) = \$250
- Tasting Room* (capacity 20 - 40 people) = \$200 * Available from the hours of 6:30 – 8:00pm.
- Entire Facility* (capacity 100 - 150 people) = \$1500 * this includes access to the tasting room, warehouse, event room and grounds.

Rental Fees include the following: The use of wine glasses. The use of designated indoor space(s) and/or grounds. Tables/chairs/benches/stools currently used in our tasting room. Event room and grounds. Access to power. Parking for approximately 40 vehicles.

Rental Fees Do Not Include the following: We don't provide serving dishes/utensils or catering equipment. You are responsible for the setup and cleanup of your event.

Additional Rental Equipment:

This includes event equipment that Williamson can provide for an additional fee.

10 x 10 Tent (2-3 available) = \$25.00 each

6 foot Tables (3) = \$15.00 each

4 foot Tables (3) = \$14.00 each

30 folding chairs = \$2.00 each

Sound System* = \$100 **This includes a portable sound mixer, speaker & microphone.*

Required Minimum Wine Purchase:

All event rentals require the purchase of Williamson wines. The amount of the **required wine purchase** is dependent upon the number of guests planned for your event. The event host can select their wines in advance or during their event. The wines purchased with rental of space will be used to serve your guests, unless otherwise agreed upon. There are no guarantees on availability of specific vintages/varietals, unless set aside at the time of reservation.

- Events with 15 to 19 guests are **required** to purchase **4 bottles** of wine.
- Events with 20 to 25 guests are **required** to purchase **6 bottles** of wine.
- Events with 26 to 30 guests are **required** to purchase **8 bottles** of wine.
- Events with 31 to 40 guests are **required** to purchase **10 bottles** of wine.
- Events with more than 50 guests are **required** to purchase **one cases*** of wine.
- Private events that rent the entire facility are **required** to purchase **two cases*** of wine.

**Case = 12 bottles of wine. Cases can be all one kind of wine or a mix of wines. Please note: Quantity discounts and wine club discounts apply.*

Rental Policies

Set up & Clean up:

Set up and clean-up is expected to be done on the day of your event. Clean-up should be completed no later than 8:00 PM. All trash must be put into the trash cans. All rental equipment (i.e. sound equipment, tents, tables, chairs) must be stored inside. To reduce damage on sound equipment and tents please ask for staff assistance when setting up or tearing down tents and sound equipment.

Food & Other Beverages:

- Williamson's also offers a selection of locally produced picnic fare for purchase in our tasting room.
- No outside wines, beer or liquor is allowed onsite. Beer can be purchased for your event through Williamson's beer/wine license. The cost of any beer or non-alcoholic beverages that are special ordered for your event will be added to your final invoice.
- Alternatively, guests can bring in outside food. We are happy to work with a caterer and we can provide a list of preferred local chef's. We do ask that your caterer contacts Williamson's so that we can discuss logistics and set up.

Music & Sound:

Renters can have either live or canned music at their event. Renters can bring in their own sound equipment or can arrange to rent equipment from Williamson. Renters are expected to keep the noise at a respectful level for our neighbors throughout the event. Music and other loud sounds must shut down by 8:00 PM per neighborhood ordinances.

Children:

Children under the age of 21 are allowed on the property and in the tasting room as long as they are accompanied by an adult.

- Depending on the type of event, guests may have to show identification to verify age. Renters may be required to provide wristbands to easily identify whether their guests are 21 years of age or not.
- We ask that families please keep children from damaging the property. Similarly we ask that children and guests not climb the trees, buildings or other landscaping features.

Pet Policy:

We encourage guests to leave their pets at home. We do allow service animals into the tasting room if they are wearing their vests and must remain on a leash at all times.

Cancelation Policy:

Rentals can be canceled for a full refund of the deposit up to 30 days prior to the reserved date. Rentals can be canceled for a partial (50%) refund of the deposit up to 7 days prior to the reserved date.

Liability:

Williamson Orchards & Vineyards is not responsible for any property damage or loss either caused by or upon any member of the booking party or their guests. Any reimbursement for damage or injury incurred, including to Williamson Orchards & Vineyards property, will be the responsibility of the person booking the event.

Events with 50 to 100 guests will need to acquire event insurance.

Please remember that we are responsible for maintaining the safety of our public's health. Therefore please be aware that our policies, prices, dates and availability are all subject to change.

I, _____, have read and understand the policies included in Williamson's event rental contract.

Signature: _____

Date: _____

Williamson Orchards & Vineyards Rental Contract

Name of Event or Type Event:

Event Date & Time: _____ Anticipated Number of Guests: _____

Booking Person: _____

Billing Address: _____

Email: _____

Phone Number: _____

Credit Card: _____ - _____ - _____ - _____ Exp. Date: _____ CVV: _____

Card Holder Signature: _____

Williamson Orchards & Vineyards Use

50 % Deposit: _____ Invoice Number: _____ Date: _____

Due at the time of reservation.

Copy of Event Insurance: _____

Due 30 days prior to the event.

Additional Rental Equipment: _____

Notes on Wine for Event: _____

Remainder of Rental Fee: _____ Invoice Number: _____ Due Date: _____

Due 7 days prior to the event.

Wine Purchase & Rental Equipment: _____ *Due at the end of the event.*

Invoice Number: _____ Due Date: _____