

## Alto Vineyards Champaign Private Rental Info Sheet & Agreement

### Rental Rates:

FACILITY	DAY OF WEEK	TIME AVAILABLE	MAX. GUESTS	RENTAL FEE (PER HOUR)
<b>Retail Room</b>	Tuesday - Thursday	Business Hours – 9:00 PM	30	\$150.00
	Friday - Sunday	Business Hours – 9:00 PM	30	\$200.00
<b>Wine Garden and Shadehouse</b>	Tuesday - Thursday	12:00 PM – 11:30 PM	325	\$150.00
	Friday - Sunday	12:00 PM – 11:30 PM	325	\$200.00
<b>Festival Hall</b>	Tuesday - Thursday	12:00 PM – 11:30 PM	50*/75*	\$150.00
	Friday - Sunday	12:00 PM – 11:30 PM	50*/75*	\$200.00
<b>Wine Garden and Festival Hall</b>	Tuesday - Thursday	12:00 PM – 11:30 PM	325	\$200.00
	Friday - Sunday	12:00 PM – 11:30 PM	325	\$250.00

*\*The Festival Hall can fit 50 guests seated and about 75 in a cocktail setting with limited tables*

A **rental deposit** equivalent to **50%** of the above listed rental fee is required to reserve a date for an event. After the event, all other expenses will be invoiced and billed to the renter, with a period of fifteen (15) days allowed for payment. After 15 days, the remaining expenses will be charged to the credit card on file.

*Please note that Alto Vineyards Champaign is primarily a retail location for Alto Vineyards, Ltd. The conduct and promoting of our day-to-day operations takes priority over all other events. However, the times agreed upon in this contract will be honored by Alto Vineyards Champaign, as we expect the same from the renter.*

### Weddings:

Rentals for weddings include the use of both the Wine Garden and the Festival Hall for a block of eight (8) hours. One hour for rehearsal the day prior can be arranged at no charge, if necessary. Two (2) hours are provided for decorating the day of the event. A fee of **\$75 per hour** will be charged for any time longer than the 2 hours provided. You will be charged for any overage of the times for your event set forth in this agreement at the rate of **\$250 per hour**.

MONTH	DAY OF WEEK	TIME AVAILABLE	MAX. GUESTS	RENTAL FEE
<b>May - September</b>	Tuesday - Friday	12:00 PM – 11:30 PM	325	\$1,500.00
	Saturday or Sunday	12:00 PM – 11:30 PM	325	\$2,000.00
<b>October - April</b>	Tuesday - Sunday	12:00 PM – 11:30 PM	325	\$1,500.00

A **booking fee** equivalent to 25% of the above listed rental fee is required to reserve a date for a wedding. This fee is non-refundable, and will be applied toward the rental deposit. The **rental deposit** is equivalent to 75% of the rental fee and is due no later than **90 days prior** to the event, or upon reservation of the date if within 90 days of the event.

For booking of just a wedding ceremony, rather than a reception, the fee is equal to the corresponding private rental rate for the day and month, with a minimum financial commitment of 2 hours, regardless of actual time used. A rehearsal period of no longer than 1 hour can be negotiated for the day prior, or an agreed upon date, at the time of reservation. In the case of a ceremony booking, the aforementioned deposit procedures of a **private rental** will be followed.

### Applicable to All Rentals:

- **A completed contract with a valid credit card number on file is required for all rentals.** The credit card will be charged in the event of damages, additional charges, or payment of balance not received. All rentals include the set-up and clean-up of all equipment (tables, chairs, etc.) provided by Alto Vineyards Champaign. Storage of any items not belonging to Alto Vineyards Champaign will incur a charge of **\$100** per day.

- Decorations you may observe during your visits may or may not be available for your use. Any and all decorations are solely your responsibility. Alto Vineyards' decorations or structures are not to be removed or altered in any way. No decorations are allowed that leave any kind of residue or trash, including, but not limited to: open candles,

confetti, silly string, or other items, either inside or outside our facility. No tacks, staples, pins, or tape is permitted on walls inside the Festival Hall. Staples, push-pins, or tape may be used on the wooden structures outside with specific permission. Candles are only allowed in glass hurricane chimneys, or floating candles, to prevent wax from being spilt. No sparklers, bottle rockets, firecrackers, or any other fireworks are allowed. **All decorations are subject to the approval of Alto Vineyards Champaign.**

- Absolutely no firearms are allowed on Alto Vineyards property.
- Alto Vineyards will provide one (1) server for every 25 guests at a rate of **\$25** per hour. Wine glasses may be rented at the cost of **\$15** per case (36). Any damaged or broken glasses will be charged at \$2 per glass. Nine (9) ounce plastic cups may be purchased from Alto Vineyards at the cost of **\$6** per 200 cups.
- This is a smoke-free facility. Smoking allowed outside, not within fifteen (15) feet of any doorway.
- DJs and caterers must be finished by 11:00 pm. This allows time to dismantle their equipment and be out by 11:30 pm. The winery tasting room will stay open to the public for the normal business hours, and then be available to guests of the renter for the duration of the event. Alto Vineyards staff will be on property until the last person leaves.
- Alto Vineyards personnel have the authority to contact law enforcement officials for any reason deemed necessary. Alto Vineyards will not be held liable for injuries or property damage/loss to others during this function, including, but not limited to: death, personal injury, property damage, or any other incidents that may occur to any person(s) by use of the building and premises during the term of this agreement. Alto Vineyards Champaign will not be responsible for acts of God, inclement weather, or any change in plans. Alto Vineyards also reserves the right to cancel the event due to threat of severe weather, with fees being refunded. Alto Vineyards has the right to modify the date or time of or cancel a booked event, with full refund of rental fees and deposit, if necessary.
- The term of the agreement starts when the first representative (guest) arrives on the property for the event, and concludes when the last person leaves the property. The event **must** be over and the property vacated by 11:30 pm, or you will incur overage fees at the rate of **\$500** per hour. In order to prevent this overage charge, please consider providing a copy of this contract to those who are helping to plan your event, as well as informing your guests.
- **Please be sure to inform all caterers, bands or DJs, and all other participants of the booked event of these rules. The renting party may be liable for the actions of their guests and contracted vendors.**

#### **Cancellations:**

Cancellations received in writing more than 90 days prior to your event will receive a refund less the booking fee in the case of a wedding, and half of the rental deposit in the case of any other event. Any and all other considerations for refund will be handled at the sole discretion of Alto Vineyards Champaign.

#### **Alcohol:**

**All alcohol must be purchased from Alto Vineyards. Hard liquor or other spirits are not allowed.** Wine and beer should be pre-purchased at least two (2) weeks prior to your event to ensure availability of product, and for you to receive any discount that may be offered. All wine purchases made the evening of your event will be sold at regular retail price. Alto Vineyards does not have coolers or ice available for your event, except for items purchased on-site. **By law, no one under 21 can taste or consume alcoholic beverages.** The management reserves the right to ask any guest for identification to verify age. This is a cooperative process, and both Alto Vineyards and the party renting the facility shall work together to ensure that no underage drinking occurs. **If a minor is consuming alcohol, or an adult is providing alcohol to a minor, the entire party will be asked to leave without refund, and Alto Vineyards will involve law enforcement officials, as required by law.**

#### **Facility:**

The Festival Hall can accommodate up to 50 people seated at tables and 75 people in a cocktail setting with limited tables. Alto Vineyards has the ability to provide seating for 325 outside or in conjunction with the Festival Hall. **Events for groups exceeding 75 guests are booked with the understanding that those groups can only be accommodated using the outdoor areas, and Alto Vineyards accepts no responsibility for offering an alternate venue in the event of inclement weather or any other circumstances.** It is highly recommended that you look into the

possibility of tent rental if you are to have your event outside. There is one restroom located in the Retail Room, however from May – September there are 2 portable lavatories available outside for no additional charge. Floor plans and a list of equipment to be used must be returned at least 2 weeks prior to the event for the space will be set up accordingly. A fee of **\$150** will be charged if Alto Vineyards has not received the floor plans 2 weeks prior to the event, and/or if employees have to make additional changes. Alto Vineyards reserves the right to adjust floor plans as needed. Arrangements may be made for caterers, cake delivery, and musicians to set up, which is separate from the customer decorating time.

**Equipment:**

Alto Vineyards Champaign has the following items available for your use during your event:

- Fifteen (15) 8-foot banquet tables
- Seven (7) 6-foot banquet tables
- Two (2) 4-foot banquet tables
- Twenty (20) 4-foot round tables
- Twenty-three (23) 3-foot round tables
- Three (3) plastic picnic tables
- Seventy-three (73) assorted cloth chairs
- Two-hundred forty (240) white plastic chairs

Within the Festival Hall there are:

- Five (5) 30" x 24" rectangular tables, each seating up to 6 people
- Five (5) 24" x 24" square tables, each seating 4 people
- Seventy-five (75) Black vinyl and metal banquet chairs.

**\* Please note that no additional tables may be brought into the Festival Hall and none of the tables or chairs from the Festival Hall may be used in another location.**

**\* All other items needed for your event are to be provided by the renter at the discretion of Alto Vineyards Champaign.**

