



# *Weddings & Private Events*

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Thank you for considering Alto Vineyards to host your special event. We recognize the importance of friends and family and are here to provide you and your group with the best possible experience. Whether a graduation party, wedding day, or just a simple gathering, we strive to present our space with paramount service in an immaculate setting. We are now thrilled to introduce our new 5,000 square-foot tasting room as a premier event location in Southern Illinois. With room for over 100 guests in the main hall, the back doors open to a patio surrounded by our many picturesque and comfortable outdoor spaces. Make your way upstairs to our rooftop deck and stand perched atop the Shawnee National Forest. This breathtaking view of the vineyard is set in a background of rich history and natural beauty. As one of Illinois' oldest, most award-winning wineries, we are pleased to offer a variety of options that will make your plans a reality.

*The Rogov Family*

## **Tasting Room Hours**

*In-Season (March – November)*

Monday-Thursday: 10-5pm | Friday-Saturday: 10-7pm | Sunday: 12-7pm

*Normal rates apply*

*Off-Season (December-February)*

Monday-Thursday: 10-5pm | Friday-Saturday: 10-6pm | Sunday: 12-6pm

*Off-season discounts apply*

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# Weddings

## Intimate Ceremony Package

Our intimate ceremony package caters to those couples that are looking to keep things simple. We invite you both to share this moment in our breathtaking vineyard.

We'll set the stage for the bride & groom.

*\*Additional cleanup & rental fees may apply. Availability of locations and times vary with season. Ask for prices on additional amenities.*

\$100

## Ceremony Package

Our basic wedding ceremony package invites you into our vineyard to share this special moment with family and friends. We will prepare the spot for bride & groom, as well as the seating for your guests. Package includes seating for 100 guests at ceremony and 1-hour rehearsal one-day prior.

*\*Additional cleanup & rental fees may apply. Availability of locations and times vary with season. Ask for prices on additional amenities.*

\$500

# Reception Packages

Celebrate your big day with friends and family in our brand-new event center and enjoy some of the most scenic views of southern Illinois. All packages will give you access to the entire facility, including the Vine Deck overlooking the vineyard, and patio on ground level.

Each reception package provides adequate tables/chairs for your guests and bartenders for the evening. Wedding liaison will be present for length of your event.

Small ~ Up to 100 guests - \$1250  
Medium ~ Up to 150 guests - \$1700  
Large ~ Up to 200 guests - \$2150

*All reception packages include seating in the tasting room for 100 people using the permanent tables in chairs inside. As guest count increases, adequate tables and chairs will be setup for your party. Packages include use of the entire facility (Tasting Room, Patio & Vine Deck) from 7-11 pm, unless early closure has been agreed upon. Bartenders are included in package and will be staffed depending on party size.*

*\*Additional cleanup & rental fees may apply.*

# Ceremony & Reception Packages

Treat yourselves and loved ones to a wedding in a truly remarkable setting. You pick the date, and we'll do the rest. Once we know the size of your guest list, ceremony stage and chairs will be setup in the vineyard – or site of your choosing. We'll then arrange seating inside the tasting room and have bartenders on staff for reception following. Wedding liaison will be on premise for event.

Small ~ Up to 100 guests - \$1900  
Medium ~ Up to 150 guests - \$2450  
Large ~ Up to 200 guests - \$3000

*All ceremony & reception packages include seating for the stated number of guests. Our house tables and chairs seat 100 indoors. For parties larger than 100 people, additional chairs will be rented and set up for your party. Packages include use of the entire facility (Tasting Room, Patio & Vine Deck) from 7-11 pm, unless early closure has been agreed upon. Bartenders are included in package and will be staffed depending on party size.*

*\*Additional cleanup & rental fees may apply.*

# *Locations*

To ease your planning, we have provided a description of the different sites available at Alto Vineyards. Sites may be rented individually, or in combination as packages. Site rentals will include the set-up and takedown of seating and accommodations offered by Alto Vineyards. Regardless of event type, our staff will work with you to help facilitate your arrangements. We encourage you to personalize your special event and will help you find resources to meet your needs. Please refer to pricing chart to see which location fits your event's time and needs!

## *Pavilion*

Our screened-in pavilion overlooking our vineyard pond has ample seating for your next family party. This spot is perfect for a private, relaxed afternoon next to the vineyard.

## *Pergola*

Resting underneath the Big Oak Tree, the pergola offers a wonderful space for parties desiring an outdoor setting next to the winery.

## *Gazebo*

The gazebo lies just north of the winery and has seating for 8, but room for many, many more in the surrounding lawn. This cozy vine covered enclave makes a great space for small parties, as well as a stage for music and wedding ceremonies.

## *Vine Deck*

Perched atop the Shawnee Hills, it's difficult to fully appreciate the view until you see it for yourself. Reserve a table for your party of four, or rent the entire deck to seat the whole family.

*\*During business hours, Vine Deck will still be available for viewing and/or seating if open tables exist.*

## *Tasting Room*

With seating for 100 guests, our brand new tasting room has everything your party needs to enjoy a wonderful evening at Southern Illinois' oldest winery. Take a look at our elegant and modern facility to host your next banquet, reception, or private party.

# Private Events

## Alto Vineyards' Rental Packages

Facility	Day of Week	Times Available		Max Occupancy	Rental Rate (Per Hour)	
		(Mar-Nov)	(Dec-Feb)		(Mar-Nov)	(Dec-Feb)
<i>Tasting Room</i>	Monday - Thursday	5:00 pm - 11 pm		~200	\$75	\$50
	Friday - Sunday	7:00 pm - 11 pm	6:00 pm - 11 pm		\$250	\$75
<i>*The Tasting Room can be rented for use during business hours. Normal tasting room operations will resume, party size during business hours will be limited to 50 guests. Rates for this option will be vary depending on party size and times selected.</i>						
<i>Vine Deck</i>	Monday - Thursday	10 am - 5 pm		~50	\$50	\$25
	Friday - Saturday	10 am - 11 pm	10 am - 6 pm		\$100	\$50
	Sunday	12 pm - 7 pm	12 pm - 6 pm			\$25
<i>Pergola</i>	Monday - Thursday	10 am - 5 pm		~30	\$25	\$15
	Friday - Saturday	10 am - 11 pm	10 am - 6 pm		\$50	\$25
	Sunday	12 pm - 7 pm	12 pm - 6 pm			
<i>Gazebo</i>	Monday - Thursday	10 am - 5 pm		~20	\$20	\$10
	Friday - Saturday	10 am - 7 pm	10 am - 6 pm		\$25	\$15
	Sunday	12 pm - 7 pm	12 pm - 6 pm			
<i>Pavilion</i>	Monday - Thursday	10 am - 11 pm		~60	\$50	\$25
	Friday - Saturday	10 am - 11 pm	10 am - 6 pm			
	Sunday	12 pm - 7 pm	12 pm - 6 pm			
<b>*Additional cleanup &amp; rental fees may apply. Availability of locations and times vary with season.</b>						

### *\*Large Organized Events and Tasting Room Closure*

*Alto Vineyards will close the tasting room for large organized events such as weddings, fundraisers, or festivals. Special fees, limitations, and at least ninety-days (90) prior to scheduling are required. Ask our staff about pricing and planning a large organized event that will entail the new tasting room's closure.*

### **Additional equipment, rentals, fees...**

- Early Closure
- Cleanup Fee
- Kitchen Usage
- Cooler Usage
- Fire Pit
- Extra Tables
- Linens
- Art Gallery Taken Down

# *Wine/Alcohol*

ALL WINE & BEER MUST BE PURCHASED FROM ALTO VINEYARDS. If any type of liquor is desired for the event, Alto Vineyards will obtain a Special Event License from the Village of Alto Pass and a fifty-dollar (\$50) fee will be charged for this option. Due to restrictions within the village, liquor is not served on premise without a Special Event License.

All wine and beer should be pre-purchased at least two (2) weeks prior to the event to ensure the availability of the wines selected and in order to take advantage of any discount that may be given. All wine purchased the day of event will be sold at retail price. All events in need of bar service will require one Alto Vineyards' bartender per every 50 guests. Bartenders will be provided at a rate of \$25/ hour and any additional bartender needed will have the fee added to the final bill.

**BY LAW, NO ONE UNDER 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES.**

The management may ask guests for identification to verify age. If a minor is consuming alcohol or an adult is providing alcohol to a minor, the entire party will be asked to leave and Alto Vineyards is required by law to involve law enforcement officials. The party renting the facility shall ensure that no underage drinking is allowed.

Alto Vineyards personnel have the authority to contact law enforcement officials to protect Alto Vineyards property and personnel.

# *Catering*

Alto Vineyards requires that only licensed caterers be hired to cater your event. A list of caterers that are familiar with Alto Vineyards is available upon request.

CATERERS MUST CONTACT Alto Vineyards at least two (2) weeks prior to the event and should visit the site if they are unfamiliar with our facility. Alto Vineyards shall not be held responsible if the caterer cancels and no refunds will be given in the event of a cancellation.

You are responsible for ensuring the caterers remove their own trash from the facility to the dumpsters. Alto Vineyards has ice available and may be purchased at \$3.00 per bag.

You, or the caterer, are responsible for providing water, tea and soft drinks for your guests. Alto has a cooler stocked with selected soft drinks that can be made available for your party if needed.

Caterer Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Will food be served? Yes/No      Kitchen needed? Yes/No

Kitchen use times \_\_\_\_\_ Will you be purchasing wine? Yes/No

Will you need to rent wine glasses at \$20/doz? Yes/No

How many? \_\_\_\_\_

Arrangements may be made for caterers, cake delivery, DJ's, and musicians to set up, which can be considered separate from the customer decorating times and facility rental times.

# *Decorations*

No decorations are allowed that leave any kind of residue, permanent mark, or excessive mess (silly string, confetti, spray decorations, etc.), either inside or outside our facility. No tacks, staples, pins, or tape on walls inside the Tasting Room. No sparklers, bottle rockets, firecrackers, or any other fireworks are allowed. Absolutely no firearms are allowed on Alto Vineyards property. All decorations are subject to approval by Alto Vineyards.

Decorations must be removed and taken with you at the conclusion of your event. Professional planners and decorators are not exempt of this condition. A breach of contract fee will be charged if you or your decorator fails to remove or dispose of leftover items.

All items that are not Alto Vineyards' property must be removed from the banquet and food tables at the conclusion of your event. This includes, but is not limited to: dishes, food, glasses and table clothes. Liquid must be poured into the sink – not the trash.

We are happy to recommend and offer advice on local vendors to help meet essential needs. We have a wide variety of options for: photography, florists, bakers, DJ's, entertainment, and decorators. We have also compiled a list of local shuttle and limo services from the area that are here to make your event as safe and smooth as possible. Transportation services are a great option for shuttling guests to and from the winery and will help provide a safer, more effortless event. Musicians and disc jockeys (DJ's) must be finished by 10:30pm. This allows time to dismantle their equipment and be out by 11:00pm. Music is not allowed outside after 9:00 pm. A breach of contract occurs if the musicians or DJ's do not stop playing music at 10:30 pm.

Alto Vineyards is a proud steward of the environment and our natural resources. We recycle as much as possible and ask the same of you and your guests. Labeled receptacles are located throughout the facilities. Please help pick up all trash generated during an event. Alto Vineyards is a smoke free facility, although smoking is allowed outside in designated areas.



# *Cancellations, Damages, Liabilities & Breach of Contract*

You are liable for any damage done to Alto Vineyards' property by guests, organizers, or other parties affiliated with your event. A credit card number is required to be on file with Alto Vineyards for any additional charges that may be incurred. Alto Vineyards cannot and will not be responsible for acts of God, inclement weather, or your party's change of plans.

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 contract. The term of the contract starts when the first representative (guest) arrives on the property and concludes when the last person leaves the property.

A breach of contract fee can be incurred. Conditions for such fees include, but are not limited to:

- The hours of your event exceeds the time frame agreed upon.
- Substantial damage has occurred to the property.
- The facility has been left in an unacceptable condition.
- The floor plan and copy of your wedding invitation (if applicable) is not submitted 2 weeks prior to your event
- All fees pertaining to the contract are not paid in advance of your event.

Cancellations must be received in writing no less than sixty (60) days prior to the event. The 50% rental deposit is non---refundable. Alto Vineyards retains the right to rent the facility if a cancellation occurs.

Alto Vineyards reserves the right to change the conditions of, or cancel this contract up to 60 days prior to rental. All deposits and payments will be returned in the event Alto Vineyards cancels the event.

The undersigned has read, understands and is agreeable to the breach of contract arrangement:

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Alto Vineyards Staff: \_\_\_\_\_ Date: \_\_\_\_\_

# *Authorization*

This document becomes a legal and binding contract when signed by the renter and Alto Vineyards and the entire rental fee is received. The original signed contract becomes the property of Alto Vineyards and a copy will be provided to the renter.

I \_\_\_\_\_ have read and agree to all terms in this contract.  
(Renter's Signature)                      Date\_\_\_\_\_

\_\_\_\_\_ Date\_\_\_\_\_

(Alto Staff Signature)