



# CROWN WINERY

## 2014 Wedding & Reception Rentals Rental Fees for a 4-Hour Event with 200 Guests Maximum

Full Venue Package including Rehearsal Dinner Area (Savings of \$1500 )	\$5000
Wedding and/or Reception reserving Villa Royal Room & Patio	\$1750
Wedding and/or Reception reserving Queen's Pavilion	\$1000
Wedding and/or Reception reserving Villa Coronation Room	\$ 500
Wedding and/or Reception reserving HRH Vineyards or Barn	\$ 500
Wedding and/or Reception reserving Patio only (Saturdays excluded)	\$ 500
Coronation Dressing Room for Bride and Attendants	\$ 100
Groom's Den for Groom & Attendants	\$ 100

### Includes:

Villa/Vineyard Security Personnel at event  
 Villa, Patio, or Vineyard for One-Hour Wedding Rehearsal  
 Use of Villa & Vineyard for Engagement Photos and Bridal Portrait  
 Use of Villa & Vineyard for Before/During/After Wedding Day Photos  
 Minimum of Three hours Allowed For Host Decorating & Delivery Times Villa  
 Eight hours Allowed for Host Decorating patio, Queen's Pavilion, Barn, or Vineyard  
 Complimentary Use of Patio Bistro Tables, Chairs, & Picnic Tables  
 Complimentary Use of Tables & Chairs for both Bride & Groom's Dressing Rooms  
 One Hour of "Tidying up Time" Allowed for Host after the Event  
 Detail Cleaning of Kitchen & Restrooms before & after the Event  
 Two Hours of Grounds & Patio Maintenance for Tent or Vineyard Event (Not including Tent Rental)  
 Complimentary Use of Queen's Pavilion for Wedding in the event of inclement weather  
 Use of Kitchen Facilities  
 Insect Control Sprays in Vineyard and Ample Parking Lot for 250+ Cars  
 Military, Policemen, Firemen 10% discount on Venue (excluding \$250 Deposit)  
 One-Half Venue Price for Sunday through Thursday Event (excluding \$250 Deposit)

Non-Refundable Rental Deposit (will be deducted from balance fee)	\$ 250
<b>Refundable Security Deposit</b> (will be returned if no extra charges)	\$ 500

### Possible Extra Fees:

Rental per Round, Rectangular, pub or Square Table	\$ 10
Rental per Round or Rectangular Cloth	\$ 10
Rental per cloth napkin	\$ .50
Rental per Brown Metal folding Chair or Plastic white chairs	\$ 1
Rental per White Wooden Chair	\$ 2
Rental per 'Crown Winery' Etched Wine Goblet or Flute	\$ .50
Exceeding Time Allowed for Rehearsal, Photos, or Clean Up - per Hour	\$ 100
Breach of Contract per Hour	\$ 250
Number of Guests exceeding 200 -each 50 persons	\$ 100
Crown Bartender fee - per bartender (Does not include gratuity)	\$ 75
Outside Alcohol fee (allowed after minimum one case of wine purchase)	\$ 100
Event Beginning before 6:00 pm or after 4 hours - per hour	\$ 250
Tent Rental connecting Villa & Queen's Pavilion	\$ 100
A Kawasaki Mule for transportation to/from Vineyard for the Afternoon & Evening	\$ 50
Directing Rehearsal & Wedding	\$ 100
Set-Up Fee for chairs and tables	TBD
Rental for Serving Accessories, Utensils, Easel, Coolers, Arches, Miscellaneous Equipment	TBD
Any Damage to Facilities, Grounds, or Vineyard	TBD
Rentals from outside sources	TBD
Event Tent Rental	TBD

*Sales tax will be added to all rental items. Tax is already included with room rental and fees.  
 (Prices effective as of July 25, 2013 - prices subject to change)*

# 2014 Event Rental Policies

## Rental Fees:

To confirm your date, a deposit of \$250 must be submitted with this reservation contract. The rental deposit will be applied to your rental fee. All major credit cards are accepted. There will be absolutely no deposit refunds if you cancel the event. You may change the date of your event provided the new date is within 12 months of the original date, and if you notify us in writing at least 90 days before the change. Only one date change is allowed; date changes are based on availability.

Full payment of the **venue and fees are due 30 days before the event** as is the \$500 security check. Full payment for **extra rentals is due 14 days before the event**. If venue payment is not received by 30 days before the event, Crown Winery retains the right to cancel the event and the applicant forfeits all monies theretofore paid to Crown Winery. If for any reason the applicant cancels the event less than one month from the event date and after all monies are paid, all monies theretofore paid to Crown Winery will be forfeited unless another client can fill the date. Crown Winery retains the right to rent the facility in the event of a cancellation. Crown Winery & HRH Vineyards cannot and will not be responsible for acts of God or inclement weather, however, every effort will be made to try and reschedule the event in such happenings.

**A security deposit of \$500 must accompany the Venue fee balance** and will not be deposited until after the event and with notification of the deposit to the renter. The security deposit will be refunded no later than two weeks after your event, unless additional charges are incurred as a result of your rental (i.e. overtime, extra cleaning, building, equipment, or grounds damages, extra wines, etc.)

All tables, chairs, cloths, extra equipment (arches, tents, wine glasses, etc.) must be rented through Crown Winery. The Crown will work with various rental firms to arrange special needs of renters.

## Security:

Renters should access their own security needs and provide the extra security personnel as needed at their own expense. Winery personnel have the authority to contact law enforcement officials, if necessary, to protect Crown Winery & HRH Vineyards property & personnel.

By law, no one under the age of 21 may consume or taste alcoholic beverages, including wine. At least one of the Winery staff will observe your event for security purposes. The Winery staff may ask guests for identification to verify age. The Crown Winery reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The party renting the facility shall ensure that no underage drinking is allowed. Crown Winery assumes no responsibility or liability for underage drinkers. The Winery requests that our server be responsible for the dispensing of all alcohol. Coolers holding beer must be behind the bar and dispensed only by winery bartenders.

Weapons are not allowed on the premises or grounds.

Although not obligatory, we suggest that Renters provide general liability insurance in order to cover the event.

## Hours:

The Crown Winery is a functioning business; therefore the downstairs area is off-limits to Coronation Room or Vineyard wedding guests during the event except to use the bathroom facilities or unless the entire villa is rented by the host. The manufacturing area of the winery is completely off-limits to all guests unless special arrangements are previously made for a winery tour. The winery business hours are 11:00 AM until 6:00 PM Tuesday-Saturday and 12:00-5:00 on Sundays. Some morning & afternoon weddings will be accepted for an extra charge per hour; however, evening weddings are recommended. The patio area is used by winery clientele and is difficult to close off completely for a reception or a wedding during business hours. If an event is held during the daytime in the Coronation Room, Queen's Pavilion or Vineyard, we expect our winery clientele to be treated courteously in this respect. It is recommended that "wedding rehearsals" on the patio or in the vineyard begin at 5:00 or earlier. Wedding rehearsals for a Sunday event can be held at 4:00 on Friday or at noon on the Saturday before the wedding. The Crown should be informed of the time desired for the rehearsal.

## Deliveries:

Arrangements may be made for caterers, cake delivery, DJ's, and musicians to set up, which can be separate from customer decorating time. Deliveries can be made as early as 5 hours before the event onset.

## "Tentative" Bookings:

A "tentative" booking to hold a specific date for an event can be held for one week only unless special arrangements are made with the Crown.

Wedding Rental Agreement 2014

## The Accommodations:

### Full Venue Package (includes sales tax):

Includes the entire villa, Patio, Queen's Pavilion, Vineyard, Groom's Den, and/or Barn if desired. It also includes the Coronation Room or Barn for the rehearsal dinner. The set-up fee, a maximum of 6 tables for buffet food, 20 tables for dining, 7 Pub tables, & Crown cloths to cover all & an easel are included as well as maximum of 200 chairs. Chairs would be moved after the wedding to be put in place for the reception. All tables, chairs, & cloths are included for the rehearsal dinner (maximum 48 people). Tables & chairs are included for the Bride's & Groom's dressing rooms. In the case of inclement weather, a tent erected to connect the Patio with the villa can be installed. Consultation and advice on wedding décor plus the direction of the rehearsal and wedding can be included if needed.

Not included: Catering & food, flowers & décor, DJ or Band, wines, bartenders, extra alcohol fee, coolers, more than 4 hours for event, napkins, wine glasses, extra serving utensils, arches, sound equipment.

### The Coronation Room:

The upstairs-carpeted banquet room can seat 85 persons.

Tables, chairs, and cloths are not included in the rental fee but can be rented from the winery. Floor plans should be returned to the winery manager at least two weeks prior to the event & the area will be set up accordingly. Crown Winery reserves the right to adjust the plans, as needed, to allow for traffic flow and adequate seating.

Caterers can use the kitchen. It has a microwave and refrigerator if needed.

Bathroom facilities can be used downstairs, however, no one must go downstairs in the Villa or outside the designated reception areas with a glass of wine in hand unless the entire villa is rented.

Access to the Coronation room is from the outside Patio stairs or from inside the Royal Room.

The upstairs room is not handicapped accessible and has no bathrooms upstairs. No smoking is allowed inside the villa but is allowed on either balcony with receptacles provided.

Sitting or standing on tables or other misuse is dangerous and is not allowed.

An upright piano is available for use. The room can be adapted for a band or DJ.

The bride & her wedding party can rent the room from 11:00 AM until after the event is concluded. Tables, chairs, a full-length mirror, and hanging rack are complimentary.

### The Royal Room:

Arrangements can be made to adjust the wine-tasting/retail area into a party mode. The room can accommodate approximately 70 people seated or 100+ standing. Guests can utilize the wine-tasting bar & rent the cabinet or table counters. The office will remain locked during the event and is not accessible. The room can be used for dancing with a band or DJ. No smoking is allowed. The rental of the Royal Room includes the patio. No one is allowed behind the wine-tasting bar except winery personnel. Caterers and decorators must not use the area behind the bar for storage. The downstairs kitchen has an oven, a refrigerator & an icemaker.

### The Patio:

The patio, including the driveway in front of the villa, can accommodate approximately 300 people. Smoking is allowed on the patio and all guests are expected to use the receptacles available for smoking. Complimentary Bistro tables & chairs can be moved to suit the renter's needs.

Bands or DJ's have adequate electrical outlets. Dancing under the trellis is allowed. Ample lighting exists for an evening event & no extra lighting is needed, however, other lighting is allowed if desired by the host and approved by the owners.

A specially designed tent can be rented & placed over the patio walkway. It must be put into position at least one day before the event and, once it is up, cannot be removed for the event. The renter will decide one day before the event whether he/she wishes the tent to be positioned and, if so, will pay the extra agreed charge for the erection of the tent.

Tents can be rented & erected in the paved driveway In front of the villa, which will accommodate very large wedding receptions. All tents from other sources must be rented through the Crown Winery. 2-20x40 tents can cover the driveway for extra seating.

### The Queen's Pavilion:

The heated pavilion can be rented separately for an event or will be used as a backup in the case of inclement weather for an outside wedding. It can seat 150+ guests, includes a small unisex bathroom, a fireplace, ceiling & attic fans, and a small bar. Although inefficient because of the large carriage doors, air conditioning is available. Tents can be added to the back of the pavilion to enlarge the area. All tents from other sources must be rented through the Crown Winery.

If only The Queen's Pavilion and/or Patio are rented, the villa will be open to the public for retail and the Coronation Room upstairs can be rented for a small private party. The restrooms in the villa are allowed for use for the Queen's Pavilion guests.

Wedding Rental Agreement 2014

#### HRH Vineyards:

Tents can be set up to accommodate approximately 300+ guests. Crown Winery can provide tents, tables, or chairs for outside events for a TBD fee. Tenting is at the discretion of HRH Vineyards and must be pre-approved by the owner. In most cases, the tent can be erected the day before the wedding. Flooring is permitted upon approval and only in designated areas. Crown Winery is not responsible for any materials left in or around the facility. There are limited electrical outlets for musicians and/or lighting.

There are no bathroom facilities outside but portable bathrooms are allowed & can be rented elsewhere & must be placed in pre-approved, designated areas. Smoking is NOT allowed in the vineyard.

Guests are requested to not enter the vineyard rows and to not touch the vines or the grapes. Children must be controlled at all times and are not allowed to play among the vines.

Automobiles are not allowed to park in the vineyard. A Kawasaki mule can be rented for the day for transporting guests to/from the vineyard.

The Winery: The winery (where wine is fermented) is not included in the rental of the Villa. Winery tours can be arranged for your guests; however, no one is allowed in the winery without security personnel present.

#### The Barn:

Rustic & exciting for an informal party or rehearsal dinner, the 100-year-old barn can hold approximately 150 people. It is unheated with no AC & no bathrooms. With prior arrangement, restrooms can be used in the villa or portable restrooms can be rented.

#### The Groom's Den:

Connected to the Queen's Pavilion, the Groom's Den is perfect for the Groom and his wedding party. A TV, card table, hanging rack, and full-length mirror as well as furniture are included in the rental.

#### Decorating:

Prior to the event, four (4) hours are provided for customer decorating in the Royal Room. The patio or Queen's Pavilion can be decorated beginning at 9:00 AM on the morning of the event. A breach of contract fee will be charged if the time exceeds the allowed times. Retail items from the Royal Room will be removed four (4) hours before the event by the Crown Winery staff. Any clean up after the event must be included within one hour following your rental time period. **All items brought in by the client must be removed during the clean-up allotment time.** All garbage cans must be emptied by the client or caterer and taken to the outside dumpster. Decorations are solely the customer's responsibility. No decorations are allowed either inside or outside the facility that leave any kind of residue – metallic or other confetti, silly string, hay, straw, or glitter. Decorations, and any type of wire or cord, may not be hung, tied, or draped on any light fixture inside or outside the facility. Winery personnel will be on hand to supervise the decorating if necessary. No tacks, nails, tape, pins, wire, or staples are allowed. All decorations must be UL approved-Flame retardant.

**Candles must be glass enclosed.** Rice, birdseed, or confetti may not be thrown on the property. Live Rose petals are allowed but imitation ones are not. Bubbles or sparklers are allowed for the couple's send-off. DJ's may not use bubble or fog machines inside however, bubbles are allowed outside the facility. No ice sculptures are allowed. No fireworks are allowed in the vineyard or the area.

Decorating can be done while the retail/wine-tasting room is open for business during work hours **(the wine-tasting bar must be kept open and available)** and, in special circumstances and if not rented by others for the day and with permission from the Crown, the Coronation Room, the Queen's Pavilion and/or the vineyard can be decorated the day before.

With prior arrangements, a tent in the Vineyard can be erected, set up, and decorated the day before the event. Florists should have all flowers pre-arranged with only final touch-ups in the winery. All flowers and décor should be removed immediately after the event or a breach of contract fee will incur.

#### Outside Rentals:

All outside rentals (tables, chairs, cloths, napkins, tents, etc.) must be handled through Crown Winery. The renter can visit the rental company and select specific items in their name but must inform the Company that Crown Winery will handle the actual renting, billing, and time set-up arrangements of all items. The rule includes self & professional caterers. The caterer will supply all of the china & utensil necessities as well as serving dishes.

#### Music:

Loud speakers must be turned down by 10:00 PM due to Humboldt's city limit noise law. Although Rap Music is allowed, it absolutely must not contain lewd, lascivious lyrics. Bands are allowed inside the building, on the patio, or in the Vineyards.

#### Clean Up & Set Up:

Client is responsible for the clearing up of any area rented for the event. ...rule: **anything brought in must be carried out at the end of the event.** For instance:

- Clearing tables of all personal linens, dishes, decoration, & food immediately after the event.
- All dishes, chocolate or punch fountains & catering equipment removed that evening.
- All tables, chairs, & equipment not rented from the winery, removed that evening.
- All trash must be placed in the receptacles provided & carried to the outside dumpster.
- All decorations must be taken down & removed.
- Kitchen must be cleared & tidied if used by client or caterer.

The Crown Winery staff is responsible for:

- Folding and clearing tables & chairs (rented from the winery) in the villa or vineyard.
- Cleaning bathrooms, mopping & vacuuming floors.
- Clearing most retail items out of sight & covering retail items left in the Royal Room. Cloths covering retail item areas are not charged to the renter unless food or drink is placed upon them.
- Moving some display racks to accommodate the event.

#### Vineyard Cleanup:

Clearing tent of all decorations & debris, remove floor if used, fold up tables & chairs for rental pick-up, and all trash placed in receptacles provided & carried to the dumpster. Tent, tables, and chairs, if not rented from the winery, can be removed the next morning after the event.

#### Catering Services:

A firm approved by the winery management must cater all events. A list of referrals will be provided if you wish. All caterers must provide copies of the following documents at least one week prior to the event:

- EIN # of Caterer.
- Certificate of General liability Insurance coverage.

Caterers not on our list will be assessed a processing fee of \$75.00 administrative fee, which is good until the end of that respective year. A licensed food handler should supply any specialty items such as cakes or baked goods. Your caterer may serve food or beverage in designated event areas. Caterer will assume responsibility for the kitchen, if used, and will clean afterwards. No roasters can be used. Cloths, tables, & wine glasses will be rented from the Crown and not from the caterer. Before leaving the event, caterers are responsible for removing all foods, serving dishes, and garbage bags which contain food trash. The trash bags must be taken to the outside dumpster. **Dirty dishes cannot be left overnight at the winery.**

If the host is using non-licensed friends or self-catering, a letter of release of liability for the winery must be signed by the host & filed by the winery. A \$25 administrative fee will be charged. No food can be cooked in the winery.

#### Wines and Bartending:

Only wine purchased from Crown Winery can be served & should be preordered at least 2 weeks in advance. Wines can be pre-purchased for a 20% discount per case – the case can hold multiple varieties. After the first case, any uncorked wines can be returned for a full credit during “clean-up hour”. If the wine has left the property, it is not returnable. Additional wines can be purchased during the wedding from one of the winery personnel. If wine is to be served, **at least one Crown bartender must be hired** for the event and will be responsible for opening and pouring wines. No outside bartenders are allowed to serve. The Crown bartenders can serve wine, beer, and mixed drinks. With a minimum purchase of one case of wine, beer and spirits can be brought in with a fee of \$100 assessed. Beer and/or mixed drinks should not be served from a bottle or can, but rather poured into plastic containers or glasses by the bartender. Coolers with beer are allowed behind the bar. **Beer kegs are no longer allowed at the winery.** Coolers with ice can be rented from the Crown or can be supplied by the renter. Water, colas, & juices are available for sale.

**Gratuities, although not obligatory, must be paid directly to the staff member and must not be included in the rental payment.**

#### Damage Control & Breach of Contract:

A breach of contract occurs if agreed upon times are exceeded: This means if your event starts earlier than the agreed upon time or if your guests stay later. The \$250 hour breach of contract fee will be charged if the client takes possession prior to the agreed upon time on the rental date and/or if the building & property are not vacated by one hour after the event ends. For your protection, guests should be notified of these hours. The renter is liable for any damage done to either Crown Winery or HRH Vineyards. If repairs or replacement costs exceed the damage deposit, the client will be responsible for the excess amount.

A \$500 security deposit check must be made out to the Winery & paid apart from the balance fee. If there are no damage or extra charges on the bill, the security deposit check will be returned to the renter two weeks after the Event has concluded. If damages do occur, a list will be available for inspection by the client before the charges are paid.

#### **Note:**

**If an invitation or a photocopy of the invitation is sent to the Crown Winery Management at least two weeks before the event, the bride and groom will receive complimentary etched crown winery glasses. A photo of the event is much appreciated for use in our 'history' scrapbook!**

# 2014 Wedding Rental Agreement

Renter \_\_\_\_\_ Bride/Groom \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_ Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_  
Starting \_\_\_\_\_ Ending \_\_\_\_\_ Set Up & Decoration Time \_\_\_\_\_  
# Of Guests \_\_\_\_\_ Area(s) to be used \_\_\_\_\_  
Tables: 48"Round \_\_\_\_\_ 60" Round \_\_\_\_\_ 6' Banquet \_\_\_\_\_ 8' Banquet \_\_\_\_\_ Square \_\_\_\_\_ Pub \_\_\_\_\_  
Cloths: Black \_\_\_\_\_ White \_\_\_\_\_ Ivory \_\_\_\_\_ misc \_\_\_\_\_ Napkins \_\_\_\_\_ Glasses \_\_\_\_\_  
Caterer \_\_\_\_\_ Band or DJ \_\_\_\_\_  
Photos at the Winery or Vineyard \_\_\_\_\_ Photographer's Name \_\_\_\_\_  
Florist \_\_\_\_\_ Consultant's Name & Phone # \_\_\_\_\_  
Miscellaneous \_\_\_\_\_  
Other Rental Source: \_\_\_\_\_

The undersigned agrees to abide by all of Crown Winery policies and will assume responsibility for any damage done to the vineyard, patio, villa or its contents during the rental period and occurring as a result of using such facilities, including damage by attendees. Furthermore, vendors, my agents, employees, guests, and I will attend and use Crown Winery at our own risk. The company shall not be liable for any damage arising from personal injuries sustained by any such person on the premises of Crown Winery or HRH Vineyards and the undersigned assumes full responsibility for such damages. Crown Winery and its staff shall not be liable for any equipment, property, or personal belongings, whether rental or otherwise, which are used or left at the winery or the vineyard in connection with the event. In consideration of being granted the right to use the vineyard & winery facilities, we hereby release and hold harmless Crown Winery LLC, its partners, and employees, from any and all claims, demands, or rights of action rising out of such use of the vineyard or the winery and/or its facilities.

I have read and understood the foregoing assumption of risk, rental fees, and rental use policy and release statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please make checks payable to Crown Winery LLC

Sign this contract and remit to: Crown Winery, 3638 E Mitchell Street, Humboldt, TN 38343

## Office Use Only

Rental Deposit Received:	\$ _____	Check # _____	Date _____
Rental Balance Received:	\$ _____	Check # _____	Date _____
Extra charges Received:	\$ _____	Check # _____	Date _____
Extra charges Received:	\$ _____	Check # _____	Date _____
Extra charges Received:	\$ _____	Check # _____	Date _____
Extra charges Received:	\$ _____	Check # _____	Date _____
Security Deposit Returned:	\$ _____	Check # _____	Date _____
Refund paid:	\$ _____	Check # _____	Date _____