

## WHITEBARREL

## WINERY

<u>veller</u>

# WEDDINGS

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## INTRODUCTION

Congratulations on your engagement and thank you for your interest in Whitebarrel Winery! Whether you want a grand celebration among the vines or an intimate evening by the fireplace with close family and friends, Whitebarrel Winery can help to make your dreams come true. Guests at Whitebarrel Winery are treated as family and friends. We strive to provide a relaxed, stress-free experience for everyone involved on your big day! We hope that we can make your special day a fond memory to look back on for years to come.



## WHAT WE OFFER

Here at Whitebarrel Winery, it is our goal to make your special day as perfect as possible. We want to provide you with the best service to make your big day an exciting experience that you will look back on for years to come. Here is an extensive list that details what we can provide for you on your big day:

- Wedding coordinator the day of your wedding
- Parking attendant
- Use of the grounds for engagement and bridal portraits
- Sound system for the ceremony
- Catering offered through our onsite restaurant, "The Kitchen"
- Linens, including tablecloths and napkins in an assortment of colors
- White wooden chairs
- Tables
- Choice of centerpieces or you may furnish your own
- Outdoor gazebo with electricity
- Indoor room large enough to accommodate weddings in case of bad weather or if you would just prefer it inside.
- Indoor/outdoor bars
- Fireplace
- Handicapped accessible entrance and restrooms
- Many beautiful areas for pictures
- Any other decorations you need can be ordered by us upon your request
- You have the choice to decorate the area yourself or have us do it for you
- Great recommendations for great DJ's, live bands, hair specialists, makeup specialists, and photographers.
- A separate wedding venue on the property with bride changing/dressing area, an area for the groom and groomsmen, and an outdoor, tented ceremony/reception area around the vineyard

## How do I know if my date is available?

Our coordinator will check availability. Our guidelines are:

- Whitebarrel cannot have another wedding or private event scheduled for the same date.
- Dates are confirmed only after receiving a signed contract, and, the venue fee or deposit is paid.
- Weddings cannot take place on the same date as other winery events. Please go to <u>www.whitebarrel.com</u> for a complete list of events for that year.

## PACKAGES AND PRICING

#### We offer:

- Rehearsal Dinner Packages
- Wedding Ceremony Packages
- Wedding Reception Packages

Your event price will include:

- A Host/Hostess to oversee the entire event
- Parking attendants to assist your guests
- Cleaning of our facility prior to and after your event
- Tables, chairs, linens & all the other essentials
- Servers to handle food & wine

## Rehearsal Dinner Packages

## Cocktail Party Style

Per person costs, starting at \$37.99/person

- Included: 1 centerpiece, linens on cocktail tables, serving staff, non-alcoholic beverages & food: Choose 3 hot appetizers; 2 cold appetizers and a fruit OR veggie tray
- *Extra*: Wine, beer, tent rental (more than 50 people), decorations, additional flowers, or candles

## Buffet Style Dinner

Per person costs, starting at \$49.99/person

- Included: tables, chairs, table linens, napkins, and centerpieces for each table, serving staff, non-alcoholic beverages, and food: Choose 3 main dishes, 1 salad, 1 soup, 3 side dishes (gluten free, dairy free, vegetarian options are available)
- *Extra*: Wine, beer, tent rental (more than 50 people), decorations

## Formal, Plated Style Dinner

Per person costs, starting at \$69.99/person

- Included: tables, chairs, table linens, napkins, and centerpieces for each table, serving staff, non-alcoholic beverages, and food: Choose 3 main dishes, 1 salad, 1 soup, 3 side dishes (gluten free, dairy free, vegetarian options are available)
- Extra: Wine, beer, tent rental (more than 50 people), decorations

## Wedding Ceremony (Ceremony Only) Packages

Indoor Ceremony (Tasting Room – max. 70 indoors, max. 175 outdoors) Per person costs, starting at \$10.00/person

- Includes: white folding chairs, hostess, parking attendants, set-up and clean-up, table for guest book, coordination with other professionals (Officiate, Florist, etc.)
- If you decide to have the reception here as well, we waive the per person costs.

## Wedding Reception Packages

Reception (Tasting Room - max. 70 indoors, max. 175 outdoors)

## Cocktail Style

Per person costs, starting at \$39.99/person

- Included: 1 centerpiece, linens on cocktail tables, serving staff, non-alcoholic beverages, and food: Choose 3 hot appetizers; 2 cold appetizers and a fruit OR veggie tray
- *Extra*: Wine, beer, tent rental (more than 50 people), decorations, additional flowers, or candles

## Buffet Style Dinner

Per person costs, starting at \$49.99/person

- Included: tables, chairs, table linens, napkins, and centerpieces for each table, serving staff, non-alcoholic beverages, and food: Choose 3 main dishes, 1 salad, 1 soup, 3 side dishes (gluten free, dairy free, vegetarian options are available)
- *Extra*: Wine, beer, tent rental (more than 50 people), decorations

## Formal, Plated Style Dinner

Per person costs, starting at \$69.99/person

- Included: tables, chairs, table linens, napkins, and centerpieces for each table, serving staff, non-alcoholic beverages, and food: Choose 3 main dishes, 1 salad, 1 soup, 3 side dishes (gluten free, dairy free, vegetarian options are available)
- o Extra: Wine, beer, tent rental (more than 50 people), decorations

## Venue and Venue Fees

We offer several areas for ceremonies and receptions.

Ceremonies can be held:

- In the Gazebo (maximum 175 people), \$750 ceremony / \$750 reception
- In the vineyard/woods (maximum 125 people), \$750 ceremony / \$750 reception
- Upstairs VIP space (maximum 30 people), \$175 ceremony / \$750 reception
- In the tasting room (maximum 70 people) (see below)
- On the patio (maximum 75 people) (see below)

Monday – Thursday (\$750.00). Friday with completion of the event before 6:00 PM (\$2000), after 6:00 PM (\$2,500). Saturday (\$3,500), Sunday with the completion of the event before \$6:00PM (\$2,000), Sunday after 7:00PM (\$750). Whitebarrel reserves the right to stay open to the public in alternative areas of the property during your event, this is handled on a case-by-case basis. If we must completely close the winery to the public for the event on a Friday, Saturday, or Sunday then the venue fee is \$5000.00.

Tents are available based on the season and the number of guests that are expected. Tent rentals are coordinated through our events team and the costs for this are passed to you.

General Terms			
Date of Event:		Title(s) of	
		Contact(s):	
Start and End Times:	o'clock m.	E-mail address(is):	
	to		
	o'clock m.		
Type of Event:		Office phone	
		number(s):	
Customer:		Cell phone	
		number(s):	

## SAMPLE WEDDING AGREEMENT

Contact name(s):	Fax number(s):	
Point of Contact for	POC Cell/phone	
Event Day:	number:	

Event Package			
Ceremony	Guest Count:	Ceremony Notes:	
	Hostess/greeter		
	Parking Attendants		
	#		
	Chairs #		
	□ Other*		
		Location:	
	(*) requires assignment		
	of responsibility and		
	direct costs by quote		
	from vendor		
Reception/Party:	Guest Count:	Notes on specific food choices:	
Type of Meal			
(check all that	🖵 Cocktail party		
apply)	Buffet Dinner		
	Plated Dinner		
	Dther:		
		Date/time for Food Tasting (if	
		appropriate):	
Wine	Wine by the bottle	Notes on specific wine choices:	
(check all that	Wine by the glass		
apply)	Cash Bar		
	Custom bottle labels		

	□ Other:	
Decorations	Centerpieces by	Notes on decorations:
(check all that	Whitebarrel	
apply)	Centerpieces by	
	 □ Set-up of Other	
	Decorations	
	Other:	
Logistics	Tent(s) (number:	Notes:
(check all that	)	
apply)	Dance floor (size:	
	)	
Note that a tent	Hostess (ceremony)	
is required for	Parking attendants	
groups of sixty	(reception)	
Guests or more.	Live music	
	(reception)	
Note that for	DJ DJ	
licensing reasons,	□ Other:	
all music playlists		
must be pre-		
approved.		

This Agreement dated \_\_\_\_\_\_, 20\_\_\_\_\_is between Whitebarrel Winery ("Whitebarrel") and the Customer identified above. Whitebarrel agrees to provide Customer with the use of Whitebarrel's premises at the address above, and with the Event Package described above, from the Start Time to the End Time described above (the "Event") in exchange for the Total Price (as defined below), and Customer agrees to pay the Total Price in exchange for the Event. Capitalized terms used in this Agreement will have the meanings defined in these paragraphs or in the tables on the first page of this Agreement.

Payment, Guest Counts, Postponement, and Cancellation			
Price Per Guest or		Accurate Guest	
Total cost for	\$	Count Due Date	due by noon on
event:		(if tent used: 30	
		days prior)	
		(if no tent: 14 days	
		prior)	
Estimated Guest		Last-Minute Price	\$
Count:		Per Guest:	+\$10 (if less than
			5% increase)
			Or \$
			+\$25 (if more than
			5% increase)
Total Estimated	\$	Cancellation	
Price:		Deadline:	
First Payment:	\$	Postponement	
	due at signing	Deadline:	
Second Payment:	\$	Last-Minute Count	due on or before:
	Due on or before:	Due Date:	
Remaining	\$	Maximum Number	
Amount:	due 5 days prior to	of Last-Minute	
	start of event.	Guests:	
Gratuity Amount			
to be paid to	\$		
service & kitchen			
staff at conclusion			
of event:			

The term "Total Price" will mean (a) the Price Per Guest multiplied by the Accurate Guest Count (as defined below) plus (b) if the actual number of persons planned to be present at the Event (each a "Guest") exceeds the Accurate Guest Count, the Last-Minute Price Per Guest multiplied by the number of such excess Guests. Customer will pay the Total Price to Whitebarrel by paying the Deposit, the Second Payment (if applicable) and the Remaining Amount at the times specified above. Customer will communicate to Whitebarrel a definitive statement of the number of Guests (the "Accurate Guest Count") by the Accurate Guest Count Due Date. If no Accurate Guest Count is provided by the Accurate Guest Count Due Date, then the Estimated Guest Count automatically will be considered the Accurate Guest Count. After the Accurate Guest Count, Due Date, Customer may increase (but not decrease) the number of Guests (but only up to the Maximum Number of Last-Minute Guests) by communicating to Whitebarrel the number of such additional Guests not later than the Last-Minute Count Due Date. If any increase in the number of Guests causes the number of Guests communicated to Whitebarrel to be sixty or more, then Customer will be deemed to have agreed to rent a tent (if Customer has not already so agreed) and the Total Price will be increased accordingly. If the number of Guests who attend the Event is lower than communicated to Whitebarrel, this will not affect the Total Price. \_\_\_\_\_\_(initial)

Either party may cancel the Event (*i.e.*, terminate this Agreement) for any reason prior to the Cancellation Deadline. However, if Customer cancels the Event prior to the Cancellation Deadline, then Whitebarrel will be entitled to retain the Deposit. Cancellation of the Event by the Customer after the Cancellation Deadline will entitle Whitebarrel not only to retain the Deposit, but also to receive from Customer payment for all costs and damages that Whitebarrel has incurred about the Event, including but not limited to lost profits (collectively, "Costs"). Failure by Customer to make any payment when required by this Agreement will be considered a cancellation of the Event.

Customer may postpone the Event for any reason (up to a maximum of two postponements), with the rescheduled Date of Event to be either a date agreed upon with Whitebarrel that is within the twelve-month period following the original Date of Event, or (failing such agreement) Whitebarrel's next available date that is at least two months in the future. If such postponement is requested prior to the Postponement Deadline, then there will be no change to the Total Price. Postponement requested after the Postponement Deadline will require the Customer to pay Whitebarrel's Costs. Any postponement will cause the due dates for payment, the Cancellation and Postponement Deadlines, and the due dates for Guest counts to be rescheduled, and in the absence of any agreement on such dates, each such date automatically will be changed to a date that is as many days before the new Date of Event as was the original date. A postponement will nullify any Guest count (other than the Estimated Guest Count) that the Customer previously has communicated to Whitebarrel. Customer will ensure that Guests remain within the confines of the designated Event area. Requests to use other areas for photography or other activities must be cleared with Whitebarrel.

The Total Price includes a cleaning fee; however, this cleaning fee does not include objects outside the designated Event area or removal of personal property belonging to Guests. If Whitebarrel is required to conduct such cleaning, then Customer will be charged an additional \$25 per hour for such cleaning. In addition, if there is any damage to property, Customer will be required to pay the actual cost required to return the property to its original condition.

Customer will provide Whitebarrel with a list of all music to be played at the Event at least ten days before the Date of Event. Customer will ensure that Guests comply with the noise ordinances of Montgomery County (Montgomery County Code sections 7-71 through 7-82) which, among other things, restrict noise levels at the property boundary of the Event area to 57 decibels from 7 a.m. to 10 p.m. and to 52 decibels from 10 p.m. to 7 a.m. Whitebarrel Winery must pre-screen and approve all DJs to discuss compliance with this required ordinance.

\_\_\_\_\_ (initials)

The following are not allowed on Whitebarrel's property: outside alcoholic beverages of any kind – except for beer, if the Customer has obtained a Virginia ABC Banquet permit for beer at Whitebarrel Winery for the date and time of the event. Any person found to be in possession of illegal drugs or un-authorized alcohol will immediately be asked to leave the property. Further, the customer will be charged \$250.00/unauthorized container of alcohol, and Whitebarrel Winery reserves the right to notify police or Virginia ABC. Also prohibited are: outside foods (except cakes). All tobacco products must be used solely in the approved area. \_\_\_\_\_ (initials)

Whitebarrel will be entitled to refuse to serve alcohol to any person who is under the influence of alcohol or any other drug, or who is without proper identification. Whitebarrel also will be entitled, in its sole discretion, to obtain transportation for any intoxicated or incapacitated Guest, at Customer's expense. Customer agrees to reimburse Whitebarrel for all such expenses and to indemnify Whitebarrel for any costs or damages arising from any claims brought by any such Guest arising from or related to the intoxication or incapacitation of any Guest.

Any Customer who is not a natural person will be required to provide a certificate of insurance to Whitebarrel demonstrating, to Whitebarrel's reasonable satisfaction, that the Customer possesses sufficient insurance covering general liability and property damage.

Virginia law governs this Agreement. Any disputes will be resolved in the state or federal courts in or for Montgomery County, Virginia, where Customer consents to venue and authority. In any action arising from this Agreement, the prevailing party will be entitled to recover a reasonable attorney's fee.

WARNING: Under Virginia law, there is no liability for an injury to or death of a participant in an agritourism activity conducted at this agritourism location if such injury or death results from the inherent risks of the agritourism activity. Inherent risks of agritourism activities include, among others, risks of injury inherent to land, equipment, and animals, as well as the potential for you to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this agritourism activity.

Whitebarrel Winery, LLC	Customer
Ву:	Ву:
Printed Name:	Printed Name and (if applicable) Title:

Authorized Agent

## Sample Appetizer Menu

Fried Ravioli with Marinara

Eggs, breadcrumbs, cheese filled ravioli

Stuffed Mushrooms (several varieties available)

Vegetarian stuffed

Ricotta & spinach stuffed

Asian Meatballs (ingredients may vary)

Ground turkey and pork, eggs, garlic, scallions, chestnuts, breadcrumbs

Pepperoni pizza Sticks

Pepperoni, Mozzarella cheese, Marinara sauce, pizza crust

Spring vegetable and Prosciutto Tart

Puff pastry, leeks, artichokes, red potatoes, gruyere, and prosciutto

Salmon Cakes

Celery, red onion, bell peppers, capers, mayonnaise, bread crumbs, eggs, Dijon mustard,

butter, and Salmon

Chambourcin Soaked Cherries

Chambourcin wine, herbs de province, vinegar, goat cheese and dried cherries. Served with

crackers

Cheese Plate

An assortment of: Sharp Cheddar, fontina, Havarti, provolone, and Gouda cheeses

Cheese Ball

Choose: Ham & Pineapple, Blue Cheese, or herb

Fruit Plate

An assortment of: Grapes, Oranges, melons, apples, and fresh berries

Curry Cashews

Cashews, curry, egg white

Rosemary Walnuts

Rosemary, walnuts, vinegar

Cheese slaw

Shredded cheeses, mayonnaise, green chilies, and onions. Served with corn chips

Stuffed Tomatoes

Campari tomatoes stuffed with mozzarella cheese & pesto

Chicken Wings

Dry rubbed with choice of sauces: spicy barbeque, Asian glaze, honey mustard or brown sugar.

Pork Rib lets

Dry rubbed with choice of sauces: spicy barbeque, Asian glaze, honey mustard or brown sugar.

Mini grilled cheese sandwiches

Choice of: feta & spinach; smoked Gouda & apple; cheddar & bacon; Havarti & avocado. Sliders

Pulled pork with house BBQ on slider bun.

## Sample Dips/Sauces and Salads Menu

House bread

Yeast, bread flour, rosemary, olive oil, sugar

House Salad

Mixed greens, red onions, cucumbers, cherry tomatoes, carrots, and house dressing

Indoles House dressing

Olive oil, vinegar, garlic, sundried tomato, and wine

House Caesar Salad

Red onions, romaine, Parmesan cheese and Caesar dressing

Cobb Salad

Ham, eggs, romaine, tomatoes, avocado, diced chicken, blue cheese

Italian Olive Salad

Assorted Olives, Artichokes, Carrots, Cauliflower, Celery, Olive Oil, Vinegar

Hummus with Garden Vegetables

Chick peas, tahini, cayenne, lemon juice, garlic, fresh veggies & pitas

Black bean Salsa

Black beans, cilantro, jalapenos, red onion, bell peppers, lime, and garlic

Corn &Tomato Salsa

Corn, green onions, red bell pepper, garlic, limes, cilantro, and tomatoes

Roasted Tomato Salsa

Fire roasted tomatoes, jalapenos, red onion, red bell pepper, lime, paprika, cumin, balsamic vinegar, and cayenne

Orange-Cilantro and White Bean Salsa

Oranges, cilantro, white beans, red onions,

Guacamole (seasonally available)

Avocado, lime, garlic, tomatoes, and cilantro

Layered Cheese dip

Cream cheese, mayonnaise, artichokes, pesto sauce, mozzarella cheese

Sour cream & Roasted Red Pepper dip

Bell peppers, sour cream, cilantro

Spinach & Artichoke Dip Spinach, artichokes, parmesan, heavy cream BLT Dip Cream cheese, lettuce, tomato, bacon Roasted pepper Pasta Salad Rigatoni, bell peppers, garlic, fresh mozzarella, lemon Pasta with Snap Peas Rotini, wine, garlic, lemon, spinach, peas, Romano cheese

## Sides Menu

Ratatouille

Eggplant, squash, garlic, cherry tomatoes, capers, and feta cheese

Green Beans – Italian Style

Green beans, garlic & white wine (tomatoes optional)

Sautéed yellow Squash with carrots & Tarragon

Shallots, squash, carrots,

Shaved Zucchini with Parmesan & Pine nuts

Zucchini, pine nuts, parmesan cheese and lemon

Mixed or Individually Steamed Vegetables

Choose desired vegetables: broccoli, cauliflower, sugar snap peas, and carrots

Creamy Orzo

Veggie broth, orzo, sun-dried tomatoes, and feta cheese

Risotto

Arborio rice, parmesan cheese, wine, veggie broth, onions, other vegetables available – talk to our kitchen staff

Over Stuffed Twice Baked Potatoes

Potato, cheese, cream, butter, chives, and bacon (optional)

Garlic Mashed Potatoes

Potato, garlic, parmesan, cream

Macaroni & Cheese

Penne Pasta, Assorted Cheeses

Cheese Grits

White Corn grits, Assorted Cheeses

Baked Beans

Beans, molasses, ketchup, mustard & spices

## Soup Menu

Cream of wild Mushroom

Onions, garlic, heavy cream, veggie stock, oyster, shiitake, and cremini mushrooms

Winter squash with Gruyere Croutons

Roasted butternut squash, garlic, veggie broth, onions, gruyere cheese and house baguette

Mushroom and Barley

Mushrooms, tomatoes, barley, balsamic vinegar, garlic, thyme, bay leaf

Loaded Baked Potato

Potatoes, onions, carrots, cream, cheese, bacon

Broccoli & Cheese

Broccoli, carrots, onions, cream & cheese

Chicken Tortilla

Onion, garlic, tomatoes, lime, cilantro, and chicken

Chicken & Rice

Onion, garlic, carrots, rice, and chicken

White Chicken Chile

Onion, garlic, green chilies, white beans, and chicken

Sausage and Kale

Sausage, kale, onions, garlic, and white beans

Spicy Sausage and Lentil

Sausage, lentils, chicken broth, vinegar, tomatoes, onions, and garlic

## Entrée Menu

<u>Chicken</u>:

Coq Au Vin

Bacon, chicken, carrots, garlic, onions, wine, butter, and cremini mushrooms

Stuffed Greek Chicken

Chicken, olives, bread crumbs, sun-dried tomatoes, wine, lemon, and onions

Ginger-Lime Chicken

Lime, chicken, garlic, honey, scallions, ginger root

Prosciutto wrapped Chicken

Prosciutto, chicken breast, rosemary, butter

Chicken Pesto Breast

Chicken breast, pesto sauce, Provolone cheese

Mustard-Maple Roasted Chicken Thighs

Dijon mustard, maple syrup, soy sauce, paprika, chicken

Chicken Marsala Mushrooms, wine, garlic, chicken

## Pork:

Italian Sausage & Peppers and Onions Sausage, bell peppers, onions, garlic, tomatoes, wine Stuffed Pork Loin Pork, garlic, onions, carrots, kale, apples Thick Cut Pork Chop w/ Mushroom Sauce Pork, mushrooms, garlic, cream, and wine Cuban Pork Loin Pork loin, deli ham, provolone cheese, and mojo sauce Bacon wrapped tenderloin Bacon, pork tenderloin, soy sauce, red wine, Worcestershire, dry mustard, parsley Bacon, pork tenderloin

## Fish & Seafood:

Grilled Salmon with Citrus Salsa Verde Oranges, lemon, scallions, capers, salmon, Scallops Moray Bread crumbs, scallops, wine, cream, and gruyere cheese Vidal Blanc Scallops Wine, Scallops, Parsley, Breadcrumbs White Fish w/ Olives Firm white fish, mixed black & green olives, white wine Roasted Cod with Pea Cream Cod, shallots, peas, crème, mustard seed, white wine

## Pasta:

Tricolor Tomato Ravioli Cheese filled-ravioli, tomatoes, capers, baby spinach, and parmesan cheese Eggplant with Pesto and Linguine Eggplant, pesto sauce, parmesan, fresh linguine, garlic, wine Stuffed Shells Pasta Shells, Italian sausage (optional), spinach, ricotta cheese and marinara Fettuccini Alfredo Fresh fettuccini, cream, parmesan, butter. Add chicken, if desired. Chicken Penne Rosa Chicken, bread crumbs, parmesan, roasted red peppers, Alfredo sauce, garlic, tomatoes Quiche (ingredients may vary) Yellow onions, bell peppers, egg beaters, choose vegetables & meats as desired. Topped with cheeses to suit.

## Desert Menu

Red wine Poached Pear with ice cream Pears, wine, ice-cream Chocolate Seduction Lava Cake Semi-sweet chocolate, seduction truffle Lemon Crème Brule's Egg, lemon, cream, Sweet Berry Brownies

Brownie mix and Desert wine

## Frequently Asked Questions

1.) Are there a maximum number of guests that can attend?

Yes, we can host up to 175 people which is a tented event with room for the ceremony and reception – the bonus of this property is that there are also areas for the bride and groom party to get ready for the event. Our holding kitchen will be able to support up to 175 guests in a buffet-style reception.

2.) What comes with my rental fee and food and beverage package? See our individual packages for details.

## 3.) Do you provide equipment or do I have to rent it?

Yes, we provide tables, chairs and table linens. We also have AV equipment for the patio or pavilion areas, if this is needed. We can rent additional equipment on your behalf (including tents), if that is desired.

## 4.) Do you charge for staff and service people?

Yes, but it is all built-in to the estimate that we will provide for you. Our staff are all appropriately TIPS (alcohol service) trained, and are specialists in serving our foods & wines to your guests.

## 5.) Do you have any additional fees?

There are many services and amenities that you may choose to add to your package, each for a fee. We also charge additional cleaning & damage fees if the space requires professional cleaning or repairs after your event.

## 6.) How many hours can I rent the facility?

For the Tasting Room facility, you may rent the facility from closing to the public until 11:00pm.

## 7.) Do you have decorations I can use?

Yes we provide linens and have a variety of centerpieces that you may use. We can also do custom centerpieces, and thematic decorations, just let us know what you want to do, and we can price it out. We will work with several florists in the area as well, but we prefer that you work with them, pay them directly, and then deliver flowers to us the day of (for evening) or the day before the wedding for events during the day.

#### 8.) How are the payments handled?

We ask for a down payment of 15% (or the venue fee) when we sign the contract to hold your date on the calendar. Additional payments are then spread out as you need with all the event paid due seven days before the event. (any additional head count or additional rentals or costs we need to incur on your behalf are settled on the day of the event). If you require additional payments, we can set-up payments for you.

#### 9.) How far in advance should we reserve our date?

It depends on the time of year. Popular wedding months (May, June & September) tend to book nearly 12 months in advance. Other dates are available with as little as 2-months' notice.

#### 10.) When do I need to finalize my menu?

We will set-up a date for you (approximately 60 days prior the wedding) to come in & discuss the final menu items that you are considering. You should begin thinking about what you want a few weeks prior to that date. We will need to know your selections 7-10 days prior to the meeting in case there is something you would like to taste. We can cook anything you desire but we do have a menu for you to consider some option. A typical food tasting will include 1-3 items so you can judge the quality of our food.

#### 11.) What is included in my food tasting?

A small sample of a few of the foods you have selected for up to 4 people. We will do a full wine tasting at this time too, if you wish to taste our wines with the foods you are choosing. We encourage you to try items that appeal to you and your guests, and ask that you choose no more than 3 samples to try.

## 12.) When should I let you know how many guests will be attending my event?

We need a rough headcount at the date of signing. Then, we will confirm this headcount ~30 days prior to the wedding. We also understand that this number may change slightly, so please, keep us informed if it does.

#### 13.) Can we bring in our own alcohol?

No, we must provide all wine for your event. You may provide beer as long as it is previously approved by Virginia ABC via a banquet license, and you provide us a copy of the valid Banquet Permit. Beer must be on-site at the winery at least 1 day prior to the start of your event. Liquor is forbidden by Montgomery County, and is absolutely not permitted. Guests found to be bringing their own alcohol to an event will be asked to turn it over to our staff or leave the property entirely (no exceptions). 14.) When are we allowed to set up our stuff for the event?

It is preferred that set-up occur the evening before or morning of a wedding or reception. For smaller events (birthdays, showers, anniversaries) set-up can usually occur just prior to the event.

#### 15.) How far in advance before the ceremony can we arrive?

For weddings in the Tasting room facility, we request that you come no earlier than two hours before the event. This gives ample time for you to check everything, take a few "before" pictures, and get ready before guests begin to arrive. If you feel that you need additional time on the property, please let us know.

For weddings in the new facility, we can customize the time based on your requirements.

16.) How far in advance before the reception can we arrive (if ceremony was at another location)?

We expect guests to begin arriving approximately 30 minutes prior to the start of the reception. We encourage you to provide them with a cocktail or appetizer time to occupy them until you arrive as well.

## 17.) How long after the reception can we hang out?

We hope that everything can be wrapped up in an hour, but no food or drinks will be served at this time. This is a time for you (or your designee) to gather the left-over wine, and any personal effects. Our staff will be cleaning up & getting set for our next business day.

## 18.) How long after the event ends can I leave my items?

All decorations, personal items, leftover cake, and wine must be removed from the property after the event. PLEASE designate a person to pick-up for you, so that you do not have to worry about this. Whitebarrel Winery is not responsible for any items that are lost, stolen, or broken.

## 19.) Can I take home the leftover food from my event?

Unfortunately, no, it is against the Montgomery County Health department for you to take home any food that has already been served to guests. If there is food left over that has not been opened or served, then this can be taken home. However, Whitebarrel Winery is not responsible for the food once it leave the kitchen (hold holding/cold holding) and is not responsible for the food safety of these items once they leave the Whitebarrel kitchen.

#### 20.) Where can the wedding party wait before the ceremony?

For weddings at the Tasting Room facility, we can offer a small waiting area above our kitchen or a slightly larger area in the wine barn, depending on when your wedding will take place (however this is not a place for dressing or holding items for the wedding). Please understand that all personal items must be removed from these areas prior to the ceremony, as we cannot leave them open to the wedding party once the ceremony begins. We highly encourage you to get dressed & ready in the comfort of your home or hotel room prior to arriving to Whitebarrel Winery.

#### 21.) What do I do with my family before the ceremony?

Your family is welcome to wait in the tasting room or tented patio areas for the short amount of time before going to the pavilion area for the wedding. Our staff will also be getting this area cleaned & set-up for the reception that you have chosen.

#### 22.) What do we do if it rains?

There are several options and rain contingency plans that we can plan for. However, we cannot respond to rain events on the day of if we do not plan for them. Contingencies can include umbrellas, tents, or moving the event indoors. All of these have associated costs and logistics to work out and we can take these on a case by case basis.

#### 23.) What set up is included in our price?

We will set-up all tables, chairs, linens, and centerpieces. Tables will be set according to our prior discussions with plates, flatware, and glass ware. Our staff will handle the set-up for all food, beer and wine. Additional decorating can be provided, at an additional cost.

## 24.) Do you charge a cake-cutting or preservation fee?

We do not charge a cake cutting fee for cutting of your cake(s) for guests at the reception. The remainder of your cake will be re-boxed for you to do with what you desire. We do not "preserve" the top layer (beyond placing it in the provided box).

#### 25.) Do you provide music and AV equipment?

We can play any music station that is available from Pandora mood through our speakers. Our sound system can also play digital playlists via an iPod/iPad/computer. We have a microphone for toasts and speeches. We can also play a slide show on the TV screen, but not at the same time as music.

26.) What are my options if I run out of wine/beer/other drinks?

For wine, we have many options: we can switch to a cash bar for your guests once the wine is gone, or we can continue to pour wines on your tab. We will ask you to decide prior to the event OR designate someone to decide during the event. If one wine is going much faster than anticipated, we will "swap out" with one of the less popular wines to help make it last longer.

For beer, we will direct your guests to the beverages that are still in good supply, since we cannot just get more beer during an event. Other drinks will be handled on a case by case basis. If you expect your guests to drink a significant amount of a particular beverage, please let us know so that we can be well supplied.

#### 27.) Is your venue smoke-friendly?

We have a small designated smoking area. All tobacco products must contained within that area at all times. Guests found smoking elsewhere, will be asked to move to that area – NO exceptions can be made.

#### 28.) Is your venue pet-friendly?

Yes. Outside only on the patio or on the grounds. We cannot allow pets inside the tasting room.

#### 29.) Is anything else forbidden at Whitebarrel Winery?

Yes. We cannot allow the bridal party or wedding guests to access the kitchen at any time. The upstairs is also closed, once the bridal party has gone to the ceremony. We cannot allow external food, catering, or drinks, except for your wedding cake. If you are in doubt, or have a unique request, please ask us.

30. What is our food and beverage policy? Whitebarrel Winery provides all food and beverages.