**Rental Terms & Conditions Agreement**

**Deposit & Booking (What’s the next step?)**

* Confirm date availability with Truro Vineyards
* Along with your signed contract, send in a security deposit of $500 and ½ of your rental fee to book your space. Please send 2 separate checks: one for your deposit and one for ½ the venue rental fee.
* Your security deposit will be returned to you after the event as long as no damage is incurred. Please provide a recipient to make the check out to as well as a mailing address.
* After booking please relay any confirmed vendors with Truro Vineyards

**Alcohol Policy**

* Truro Vineyards wine and the spirits we make here are the only wine/ spirits of their type that may be served during the event.
* Bartenders must be properly licensed, insured, trained and approved by Truro Vineyards. This is why we have specific caterers picked out for you,
* Renters are responsible for the order their wine/ spirits from Truro Vineyards and we will have your choices available for you that evening. No wine may be returned after the event. All beverages must be taken off the property after the event by the renter.
* Truro Vineyards reserves the right to deny or conclude alcohol service at any time, at their discretion.
* Food and beverage are allowed in designated areas only.
* Service of alcoholic beverages will conclude 30 minutes prior to the event ending.

**Insurance Requirements**

* Approved caterers must provide a Certificate of Liability Insurance including liquor liabilitywith no less than a $1,000,000 minimum liability.
* Truro Vineyards of Cape Cod LLC.11 North Shore Rd. N. Truro, MA 02652 must be named an “additional insured”
* If not covered under caterer’s policy, alcohol beverage servers are required to supply a Certificate of Insurance in the minimum amount of

$1,000,000 including liquor liability in the like amount and listing Truro Vineyards of Cape Cod LLC. as a certificate holder

**Caterers**

* Caterers must be licensed, insured, experienced and approved by Truro Vineyards. We offer a list of excellent caterers we require you to use. They are experienced, well trained, professional and hold liability license. They are also very familiar with our property.
* Caterers can start set up at 5pm the day of the event in the pavilion or barrel room. They can arrive at 3:30 to get into the food truck for prepping.
* See Insurance requirements for catering listed above
* Renters and approved vendors will have access to the property no earlier than two hours prior to the event. For events beginning at 6pm at the Pavilion there is only one hour for set up from 5pm to 6pm unless authorized by a Truro Vineyards Representative.
* On occasions where set up takes place during normal Truro Vineyard’s business hours, **it is understood that the enjoyment of visitors at Truro Vineyards takes absolute priority.** Visitors should not feel uncomfortable or unwelcome at any time due to event set-up procedures. Truro Vineyards reserves the right to address any procedures that infringe upon visitor’s enjoyment in this regard.
* Caterers and their employees must be properly dressed at all times and conduct themselves in a manner that is suitable to the caterer’s business, Truro Vineyards and the Renter’s event.
* Truro Vineyards reserves the right to remove any vendor at any time from the property at our discretion, including but not limited to; inappropriate behavior, non-compliance of established rules, drinking, drug use, etc.
* All vendors will provide Truro Vineyards with the name of a lead or point person who will be responsible for communication between the vendor and staff and Truro Vineyards for all events. This person is also responsible for all management and coordination matters of the vendor’s staff for that particular event.
* Catering staff are allowed only in pre-designated areas
* “Drop-off” catering is not allowed at Truro Vineyards unless authorized by a Truro Vineyards representative.
* No food or beverage is to be brought in unless authorized by the Caterer
* **All vendors and caterers must return their designated areas to the original state.**
* **All areas used must be cleaned and trash removed immediately following the event.**
* **All rental equipment pick up must be done by 11am following the event**
* **People must be off the property after an event no later than 11:00pm the evening of the event**
* Truro Vineyards reserves the right to incur any additional cleanup costs. Any clean- up costs will be charged to the renter. The Renter has 30 days to pay the additional clean-up charges.

**Deliveries (Set-up)**

* All deliveries, including any type of set up or breakdown must be authorized by Truro Vineyards in advance.
* All deliveries must be scheduled the day before the event unless authorized by Truro Vineyards in advance.
* Unscheduled deliveries may be refused
* On occasions where deliveries and/or set-up takes place during the Vineyard’s normal business hours it is understood that the enjoyment of visitors at Truro Vineyards takes absolute priority. Visitors are welcome at all times and should not feel uncomfortable or in the way due to delivery or set-up procedures. Truro Vineyards reserves the right to address any procedures that infringe upon a visitor’s enjoyment in this regard.
* All extraneous items should be removed from Truro Vineyards once the event concludes. Any item(s) left for any reason is done so at the Renter or Vendor’s responsibility and not at the expense of Truro Vineyards.
* Truro Vineyards is not responsible for any item(s) brought to, used or left at the property before, during or after the event.
* All trash, garbage and debris must be removed immediately following any event.
* All breakdown and removal must be completed by 11am the morning after the event.

**Entertainment**

* All entertainment must be approved by Truro Vineyards before the event occurs and clearly outlined in the Rental Contract amendments.
* Truro Vineyards reserves the right to deny any form of entertainment, at our discretion, at any time on the property.
* All trash, garbage and debris must be removed immediately following any event
* All entertainment activities taking place at Truro Vineyards must set-up as outlined above. See Deliveries section above.
* All additional breakdown and removal must be completed by 11am the morning after the event.
* Music and any other entertainment must cease at 10:30 at the latest per ordinance of the Town of Truro.

**Equipment (optional and required)**

* All equipment must be approved by Truro Vineyards
* All required and optional equipment must be clearly outlined in the signed Rental Contract. Tents, chairs, linens, flatware, utensils etc. are the Renter’s responsibility. For outdoor events Truro Vineyards provides 3 outdoor heaters and electricity only.  A $45 propane fee per heater will be added to the rental fee in the event the heaters are used. Use is in the Pavilion and Patio only.
* All entertainment activities taking place at Truro Vineyards must set-up as outlined above. See Deliveries section above.
* All breakdown and removal must be completed by 11am the morning after the event.

**Clean Up & Breakdown**

* All breakdown and removal must be completed by 11am the morning after the event.
* All trash, garbage and debris must be removed immediately following any event
* **All areas must be returned to their original state, exactly the state in which they were found.**
* All events must conclude by 11pm. Alcohol service must cease 30 min. prior to the end of the event. All areas must be vacated within 30 minutes of an events scheduled end or by 11:00pm the latest.

**Staffing Fees**

* Additionally, and separately from the $3000 property rental fee is a nonrefundable staff fee of $75/hour (to be split amongst our employees). Payment can be collected by check or cash on the date of the event. This fee covers all manners of converting the property from regular business operations to prepare for your private event after our 5PM close. This includes, but is not limited to: cleaning the property and restrooms before the ceremony and guests arrive, furniture rearrangement, removal and/or replacement of Truro Vineyard furniture with rentals on front lawn and pavilion according to event layout specifications, post-reception cleanup, trash and recycling removal, and restoring our lawn and pavilion furniture to resume regular business affairs the following day. This also guarantees Truro Vineyard’s staff presence on site throughout the event to handle any matter that should arise related to the property, including but not limited to: maintenance issues related to restroom facility and supervision of catering and bar staff.

**Parking**

* User will have non-exclusive use of the Truro Vineyards of Cape Cod 39 parking spaces and will be responsible for parking of all vehicles during event due to a town ordinance.All vehicles must be parked in the designated parking area, there shall be no parking of any vehicles during the event on South Hollow Road, Route 6 or Route 6A.  User is responsible of any towing cost if they violate these terms. If are more than 39 vehicles during the event user will be responsible for all costs associated with transportation to and from an approved overflow lot. All vehicles must be removed from Truro Vineyards of Cape Cod’s property at the end the event, unless arranged in advance with our onsite event coordinator.

**Miscellaneous**

* Smoking, open flame, propane and butane are strictly prohibited, unless otherwise authorized by Truro Vineyards in advance and designated areas are established by Truro Vineyards. These must be clearly outlined

in the amendments section of the rental agreement. Chafing dishes with Sterno must be monitored by the Caterer at all times.

* Truro Vineyards assumes no responsibility for automobiles or personal property, whether remaining in the vehicle or left on the property. The Renter assumes all responsibility for any and all items, goods and/or materials that are placed at Truro Vineyards before, during and after events.
* The Truro Vineyards Logo and/or likeness may not be used on any invitation, news release, advertisement or promotional piece without the expressed written consent of a Truro Vineyards representative.
* Truro Vineyards must approve any and all advertisements pertaining to events at Truro Vineyards in advance.
* The Laws of the Commonwealth of Massachusetts shall govern the interpretation and application of this Agreement, and any legal action brought with respect to the Agreement or rented event. Any such action shall be brought in or venue to a court of competent jurisdiction in Barnstable County, Massachusetts.