

ROUNDHOUSE WINE COMPANY

TRESTLE EVENT PAVILION RENTAL AGREEMENT

The undersigned individual, _____ (“Client”), and Roundhouse Wine Company, L.L.C. (“Roundhouse”), agree that the Client wishes to rent the Trestle Event Pavilion for _____ (the “Event”), on this date _____ (the “Event Date”). The terms and conditions which provide consideration for this agreement are listed below:

TERMS AND CONDITIONS

A. Pricing Information

Base Facility Rental Fees. The base Facility rental fee schedule is as follows:

MONDAY-THURSDAY	\$500.00
FRIDAY	\$800.00
SATURDAY	\$1,000.00
SUNDAY	\$800.00

Pricing includes:

(10) 72” round banquet tables

(6) 8’ long rectangular tables

100 white folding chairs with padded seats

Floor Plan

Banquet Room Set Up & Clean Up

Presence of Event Coordinator during decorating and rehearsal (up to 6 hours)

2 Staff for bartending and bussing tables the day of your event (up to 8 hours)

Lakeside patio with 100 white folding chairs, (6) 36” round tables and (9) 29” round tables.

*Labor to set up for a ceremony is not included. You may do it yourself, have our staff do it for you (see pricing below) or hire another vendor of your choosing.

Additional Fees and Services.

In addition to the base Facility rental fees shown above, the following additional fees are required.

Minimum Wine Purchase	1 case (12 bottles) per 100 guests + 17% gratuity
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Optional Fees and Services.

The following services are available as an option.

Rental of facility the day before event	\$300.00 (flat fee for up to 8 hours). Includes use of the tasting room for a rehearsal dinner at no extra charge.
Additional Staff	\$15.00 per hour
Optional Ceremony Set Up	\$1.00 per chair, \$2.00 per table
White Tablecloth Rental	\$5.00 each
Catering	ask about available options

B. General Information.

Event Times. Facility rentals are for up to 12 hours. If 12 hours is not sufficient, each additional hour is \$100.00. The tasting room **WILL** remain open to your guests and to the general public during normal business hours. However, the Trestle Pavilion will be restricted to your guests only during your scheduled event. Please note that the Roundhouse is located in a rustic setting near open water. All guests must stay within a 10' path around the lake for safety reasons. Children are welcome but must be accompanied by an adult at all times. ***In accordance with local noise ordinances, music cannot extend past 10 p.m. Sunday through Thursday and midnight on Friday and Saturday.***

Client Contact. The person signing this agreement must be at least 21 years of age and is responsible for payment of all goods and services. . Only the person whose signature appears on this Rental Agreement or their authorized designee will be permitted to make requests for goods and services. To eliminate confusion, please make all requests for goods and services through our designated Event Coordinator.

Vendor Information. It is the client's responsibility to act as liaison between Roundhouse Wine Company and all outside vendors to ensure their needs are met (caterer, cake baker, DJ, photographer, florist, etc.). All deliveries must be scheduled in advance. It is recommended that the client assign chores such as last minute decorating, candle lighting, greeting guests, cake cutting, releasing tables, etc. to a friend, family member, or vendor. Roundhouse Wine Company charges a fee of \$15 per hour to perform these tasks and must be notified in advance if these service are required. Often overlooked items are cake plates, forks, and napkins as these are not routinely provided by a caterer or baker unless specifically requested. Be sure to designate someone to be responsible for these items.

Decorations. Generally, the Trestle Pavilion and our event coordinator will be available for decorating no earlier than 11 am on the Event Date unless arrangements are made in advance. If you need more time to decorate, you may rent the facility the day before your event (see Optional Fees and Services on page 1). Some decorating dos and don'ts:

- 1.** No birdseed, rice, rice substitutes, confetti, glitter, live fish or animals are permitted in the building or on the grounds.
- 2.** No loose fresh or faux flower petals, leaves, etc. are permitted indoors as they main stain table linens. Your flower girl may scatter fresh flower petals outdoors during your ceremony.
- 3.** No fireworks (including sparklers) of any kind are permitted. Open fires are not permitted with the exception of candles. Candles are acceptable if they are dripless or within a candle holder capable of containing ALL wax.
- 4.** Decorations may not be affixed to the building (walls, floor, ceiling, posts, etc.) by any means other than existing hooks unless approved by our event coordinator.
- 5.** All decorating items must be removed at the end of your event.
- 6.** Client is responsible for any damages to the facility, grounds, furnishings, equipment, linens, or other Roundhouse property during the event. Please be mindful of articles such as ink, markers, crayons, food dyes, or candle wax that may stain or mar linens or other surfaces.

Rehearsals. There is no charge to conduct a wedding rehearsal in the Trestle Pavilion. Rehearsals are usually scheduled on Thursdays and may last for no more than 2 hours. In general, **FRIDAYS ARE NOT AVAILABLE FOR REHEARSALS UNLESS YOU RENT THE FACILITY THE DAY BEFORE YOUR EVENT** (see Optional Fees and Services on page 1). If you wish to hold a rehearsal at Roundhouse Facilities, please consult the event coordinator well in advance to avoid scheduling conflicts.

Alcohol. The Roundhouse offers wine by the bottle or glass, sangria by the pitcher or glass, and bottled beer. We are not set up for draft beer and kegs are not permitted. All alcohol must be purchased from Roundhouse Wine Company. No **outside liquor of any kind may be brought onto the premises whether by clients or their guests.** You may choose to have an open bar (client pays), cash bar (guests pay) or you may prepay a bar limit and convert to a cash bar once your prepaid limit is met. A 17% gratuity will be added to open bar charges and pre-paid bar limits and included with the final invoice. Any alcohol brought to Roundhouse facilities will be confiscated until the conclusion of the event. Roundhouse will enforce the legal drinking age. Bartenders reserve the right to check the I.D.s of all individuals. Underage patrons attempting to drink or purchase alcohol or using fraudulent identification will be asked to leave the premises. Any adult giving alcoholic drinks to minors will also be asked to leave the premises. **THIS INCLUDES MEMBERS OF A WEDDING PARTY!!** Roundhouse encourages guests to drink responsibly and reserves the right to refuse service of alcohol to any person we deem to be inebriated. Please plan ahead and secure designated drivers for your event.

Food & Beverages. All beverages must be purchased through the Roundhouse, with the exception of tea or lemonade provided by a caterer. Any food brought onto the premises whether by clients, their guests or their vendors (baker, caterer, etc.) are the responsibility of the client. No refrigeration or heating appliances are available for use by client or their vendors. Please plan ahead for proper storage, handling, and service of all food items, especially perishables.

Non-Refundable Down Payment, and Payment Schedule. A **non-refundable** down payment of 50% of the total Facility rental fee, with an estimated guest count, is due upon execution of this Agreement. The remaining 50% Facility rental fee plus sales tax must be paid in full no later than 6 months prior to the Event Date. If the balance of the facility rental fee is not received within 30 days after it is due, the Event will be removed from our schedule and the down payment is forfeited. 100% of the Facility rental fee is forfeited if the Event is cancelled less than 6 months prior to the Event Date. A third payment and final guest count is due two weeks prior to the Event Date. The third payment includes fees for all rental items and service staff, your minimum wine purchase plus gratuity, the open bar limit and one-half of the catering invoice (if applicable). At this time, credit card information is also required to cover final charges. Final charges must be paid at the conclusion of the event and may include open bar charges and gratuities, balance due on a catering invoice and other last minute fees such as extra linen rentals, service staff, serving ware, etc. A final invoice detailing the final charges, along with a check refunding your security deposit minus any damage charges, will be mailed to you within 10 business days after the event date.

C. Limitation of Liability and Additional Terms and Conditions

Roundhouse Reserves Control. Roundhouse reserves the right to inspect and control all aspects of Events. By signing below, the Client understands and acknowledges that the Facilities and surrounding premises will be returned to Roundhouse in the same condition they were in before the Event. *Damage to Roundhouse facilities will be charged to the credit card listed below.* Roundhouse reserves the right to refuse service or entrance, to any individual, for any reason that it deems appropriate, and also reserves the right to ask any customer to leave for any reason that it deems appropriate.

Limitation of Liability. Roundhouse assumes no responsibility for any loss or damage to personal property or equipment brought onto the premises, or into the Facility. Roundhouse Wine Company assumes no responsibility for any lost or damaged articles left in the facility prior to, during, or after the event. Please note that Roundhouse is located in a rustic setting, near open water and Roundhouse is not responsible for any personal injury to an individual who leaves the pre-assigned premises, or who violates the terms and conditions of this Agreement. Roundhouse is not responsible for any "Acts of God" (including weather conditions or otherwise) that occur but the staff will do everything they can to make your event as comfortable and enjoyable as possible.

Client agrees to indemnify and hold harmless Roundhouse from and against all claims, damages, losses, and expenses, including reasonable attorney's fees which might arise out of the performance of any services or goods provided under this agreement, including all damages for bodily injury, illness, death, property damage, caused in whole or in part by any of Clients' negligent act or omission (including non-compliance with any part of this Agreement), or that of any of Client's guests. (_____ Please initial.)

No Weapons or Firearms. No firearms or weapons are allowed on Roundhouse properties at any time, and Roundhouse will contact the authorities for violation of this rule.

Enforceability and Governing Law. In the event any term or provision of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, the balance of this agreement shall remain in full force and effect and the invalid term or provision shall be severed there from. The terms of this agreement shall be construed in accordance with the laws of the state of Illinois.

D. Contact Information

Client Name: _____
Client Address: _____

Client Phone No: Home _____ Work _____ Cell _____
Email Address: _____

Client's Authorized Designee (if applicable), permitted to make requests for goods and services:

Name: _____
Address: _____

Phone No: Home _____ Work _____ Cell _____

By signing below, Client acknowledges that they have read the foregoing Agreement, and understand and agree to the terms and conditions set out in the Agreement. Roundhouse acknowledges receipt of the initial, non-refundable deposit set out above.

Client (Print Name)

Client (Signature) Date

Roundhouse Representative Date

EVENT DETAILS

Event Type: _____

FOR WEDDINGS ONLY:

Bride _____ Groom _____

Time for Ceremony _____ on Premises _____ NO _____ YES Guest count _____

Decorating Friday from _____ to _____ OR Saturday from _____ to _____

Rehearsal Thursday @ _____ OR Friday @ _____

Rehearsal Dinner on Premises? _____ Details _____

Arrival Time on Saturday _____ Time for Photos _____ Photographer _____

Guest count _____

Time for Event _____

Time for Bar to Open _____

Time for Dinner _____

Our Linens: Round _____ Rectangular _____ Other _____

Caterer _____

Baker _____

DJ _____

Florist _____

Other Vendors _____

Type of Bar Cash _____ Open _____ Limit \$ _____ Hours _____

Minimum Wine Purchase # of Bottles _____

Selection _____

PAYMENT RECORD

First Payment of _____ paid by _____ on _____

Second Payment of _____ paid by _____ on _____

Third Payment of _____ paid by _____ on _____

Final Charges of _____ paid by _____ on _____