



Silvan Ridge
WINERY

SPECIAL
EVENTS



Thank you for considering Silvan Ridge Winery for your next special event. This packet of information pertains to non-wedding events such as anniversary parties, class reunions, or corporate functions.

Established in 1979 and maintained in the tradition of a small European winery, Silvan Ridge is the ideal setting for any birthday party, family reunion, or business function. Located just fifteen minutes southwest of Eugene, our natural setting, beautifully decorated indoor facilities and vineyard views create an elegant and formal, yet relaxing atmosphere.

We are able to accommodate up to 100 people for indoor functions and the pricing included in this packet is for groups of 100 or fewer. We do host outdoor or a combination of indoor and outdoor events for groups of larger than 100—please call for a custom quote.

For more information, or to inquire about specific dates for your event:

Call Lydia Admire at (541) 345-1945 ext. 202 or email lydia@silvanridge.com

Pricing

- Pricing is based on either afternoon (during business hours) or evening rental times
- Pricing includes use of the Tasting Room and is limited by regular tasting room hours of 12-5 pm daily
- A gratuity of 18% of the rental fee will be added to the final bill

Monday through Sunday Pricing- **Afternoon** (12:00 pm to 5:00 pm)

Banquet Room for Groups of 36-100 guests	\$ 500.00
Banquet Room for Groups of 35 or fewer	\$ 350.00
Dining Room (seating capacity 36)	\$ 250.00

Note: Patio is only available to rent for after-hours events only

Monday through Sunday Pricing- **Evening** (6:00 pm to 11:00 pm)

Banquet Room and Patio for 71-100 guests	\$ 950.00
Banquet Room and Patio for 36-70 guests	\$ 750.00
Banquet Room for Groups of 35 or fewer	\$ 550.00
Dining Room (seating capacity 36)	\$ 450.00

Note: The Tasting Room is open Fridays until 9 pm June-October

We do not rent the facility on the following holidays and holiday weekends:

4th of July, Christmas Eve and Day, New Year's Eve and Day, Memorial Day Weekend & Thanksgiving Weekend

Items Included in Pricing

- Wine/beer service
- Full use of indoor and / or outdoor areas as specified.
- Use of kitchen facility
- Use of our 12 round tables (each table can seat up to 8 people)
- Use of our 100 folding chairs
- Set up and clean up
- Up to 12 linens for round tables--\$7 per linen charge beyond 12

Items Not Included

- Catering—we do not offer catering or have a contracted caterer so we allow you to hire any caterer for your wedding. We do require that the caterer be professional and licensed and can make recommendations for you if you'd like. We will make an exception to this rule for parties of 40 people or fewer.
- Glassware (water glasses, beer glasses, champagne flutes, etc.) silverware, dishes, napkins, and any other items related to food service—these should be taken care of by your caterer.
- Extra décor for your event, such as an arbor, flowers, table centerpieces, extra candles, etc. We welcome you to bring your own decorating supplies.
- Wine—there is a \$250 minimum wine purchase for all non-wedding special events

Additional Notes

Amount of time given includes all vendors (photographer, florist, caterer etc). Set up may take place ahead of event start time if approved in advance by Management.

We require FULL SERVICE CATERING by a licensed caterer except with parties of 40 people or fewer—arrangements must be approved by Event Manager.

All wine used is limited to wines produced on premise except for champagne and there is there is a \$250 minimum wine purchase for all special events

Beer is permitted only with winery consent. The winery will serve bottled beer for no extra charge, however the winery does not own or provide any supplies related to beer such as beer glasses/cups. Kegs of beer incur a \$100 fee per keg and must be dropped off a minimum of 24 hours prior to the event.

The use of rice, birdseed, potpourri, glitter and confetti (of any kind) is strictly prohibited. This includes *synthetic* flowers/pedals both indoors and out. An additional \$100.00 fee will be added to your bill for any unauthorized use of these items. Candles are only allowed on wall sconces and tables—absolutely no candles on the floor, steps, or walkways of any kind.

Any damage caused by the use of staples, tacks, nails or duct tape will be charged accordingly. We do not permit materials of any kind to be hung from the ceiling indoors.

Artwork displayed at the winery may only be removed with winery consent.

The winery does not have a freezer and/or ice

Parking is limited to designated areas only and subject to availability. Any parking along the road is in violation of Oregon Fire Safety Regulation

Smoking is not permitted in or around the buildings. Smoking is allowed only in parking areas.

Pricing is subject to change at any time, however prices are fixed upon deposit.

FAQs

Q: Would we be able to come before our event to decorate?

A: Yes— how early depends on the day and time of your event and early arrival for decorating and set up requires approval by Management. Arrangements can be made with the Manager to drop off décor, supplies, etc. the day before if needed.

Q: Do we have to pre-purchase wine for our event?

A: No- you can if you would like but typically if you are going to offer wine to your guests we will serve the wines of your choice and keep track of what we serve for your final bill. Keep in mind that if you do pre-purchase, wine is not returnable. There is a \$250 minimum wine purchase for all non-wedding events.

Q: Are there any extra fees that we may incur above and beyond the rental fee, gratuity, and wine?

A: Most likely not- the only time you would incur an extra fee of any sort would be if one or more of the following occurred:

If you needed more than 12 linens for your event, in which case we charge our cost to rent them which is \$7 per linen

If you violated point #9 in the contract regarding your caterer's duties during your reception

If you violated point # 12 in the contract regarding the use of birdseed, confetti, and other synthetic materials

If you opt to bring a keg of beer, there is a fee of \$100 per keg. There is no fee for bottled beer.

Q: Is it okay to have beer at our party?

A: Yes— we typically carry at least one microbrew that we can make available for your guests or you can provide bottles of beer. You may bring a keg but there is a \$100 fee to serve from the keg, and we require the keg to be dropped off a minimum of 24 hours prior to the event.

Q: We would like to have a video presentation during our event. Can you accommodate this?

A: Yes- although you would be required to provide all audio-visual equipment needed such as projector, screen, cords, etc. We would need advance notice so that we could make room for this equipment.

Catering Information

The following information is very important for both you and your caterer to know in order for your event to go smoothly and also to avoid any additional fees. Please feel free to give a copy of this page to your caterer as it may assist them in putting together a quote for your event and I would be happy to answer any additional questions that he/she may have.

The winery will provide:

- One 8-foot and one 6-foot table for food plus linens for these tables unless other arrangements for linens have been made with you.
- Wine glasses and wine/beer service
- Bussing for wine glasses
- Final clean up of winery which includes taking down tables, chairs, linens, etc.

The Caterer is expected to provide:

- Food and all items needed related to food service including but not limited to dishes, water glasses, silverware, napkins, serving utensils, chafing dishes, etc.
- Set up and clean up of all of these items
- Bussing for all guest tables
- Refreshment of buffet table if needed
- Clean up of kitchen (if used) and/or any other areas used for bussing, set up, etc.

Please be advised that even if the renter decides to rent all of the dishes, silverware, etc. on their own it is still the caterer's responsibility to set up, bus, and clean up these items as needed for the event.

The kitchen is very small but does have a commercial stove and oven, small microwave, and refrigerator space. We do not have a freezer or ice.

The only situation that we allow a caterer to simply drop off food is for parties of 40 people or fewer and advanced approval and arrangements will still need to be made with the Events Manager.

If you have any questions please feel free to contact Lydia Admire at (541) 345-1945 ext 202.

Contact



Lydia Admire

Hospitality & Events Manager
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Eugene, OR 97405
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lydia@silvanridge.com

The winery is open daily from 12-5 pm if you would like to take a look in person at the spaces we offer for special events. If you would like to speak with the Events Manager during your visit an appointment is required.