



# The Arbor Room Meeting Room Facility

**ITEMS INCLUDED IN RENTAL:** The Arbor Room will seat up to 60 people

1. 60 chairs and rectangular tables to seat up to 60 people.
2. Projector for slide shows or presentations.
3. Small kitchenette with microwave, sink, dishwasher, and refrigerator.

## **PROCEDURES:**

1. Set up and clean up is taken care of by the client – this includes sweeping and mopping the floor, as well as taking the trash out to the commercial dumpster and picking up trash around the facility.
2. Bathroom must be cleaned and counters wiped off.
3. Key for the Arbor Room may be picked up at the main sales counter right before your event.
4. Set up and clean up times are included in your hourly rate.
5. When finished with your event please lock the key in the Arbor Room when you lock the door, unless other arrangements have been made with WyldeWood staff.

## **FEES:**

1. \$75.00 an hour. Minimum 3 hours.
2. \$150.00 date reservation – applied to rental.
3. The balance is due TWO (2) months prior to rental of the Arbor Room.
4. \$100.00 damage deposit is required ONE (1) month before the event. This is in addition to the venue price of \$75.00 an hour.

Options may be added on to enhance your event experience. Each is priced separately.

1. Tour and Tasting – a tour of our facilities and a Private Wine Tasting, pairing our award winning wines with different snack foods and sweets. \$25.00 plus tax each person.
2. Cream colored table linens - \$5.00 each.
3. These prices are in addition to our hourly rate for the Arbor Room.

## **CANCELLATION PROCESS:**

1. If the event is canceled by the client for any reason the \$150 deposit will be forfeited.
2. If the event is canceled with less than TWO (2) months notice any other money put on Venue will be forfeited.
3. All cancellations must be in writing and acknowledged by the WyldeWood Cellars Event Manager.
4. Rescheduling one time is allowed up to TWO (2) months prior to the event with no loss of payment.

Pictures of our Event Facility are on our website: [WyldeWoodCellars.com](http://WyldeWoodCellars.com)

Questions? Call 316-554-9463 | email: [weddings@wyldeWoodcellars.com](mailto:weddings@wyldeWoodcellars.com) | WyldeWood Cellars Events Manager – Beth Brewer