

ADELAIDA VINEYARDS & WINERY SPECIAL EVENTS



Thank you for considering Adelaida Vineyards & Winery for your special occasion. Located halfway between Los Angeles and San Francisco, in the booming wine region of Paso Robles, our natural setting is surrounded by ancient walnut orchards and vineyard views providing the perfect backdrop for your event. With countless ways to customize, our estate and staff will ensure that your event is just the way you want it.



OUR VENUES



2320 HILLTOP

Under a canopy of 100-year-old oak trees with breathtaking views of the Santa Lucia Mountains, our 2320 Hilltop puts you on the highest point in the Paso Robles AVA.

Amenities included with this venue are rustic tables and benches, wine bar, Wi-Fi, music system with iPod dock, and portable microphone. Adelaida Vineyards & Winery provides shuttles from the winery for all events taking place on 2320 Hilltop. 2320 Hilltop has one permanent restroom with separate amenities for women and men. If your event exceeds 100 guests, we will require an additional portable restroom unit with separate amenities for women and men. A designated area will be assigned for the portable restroom.



BARREL ROOM

Our Barrel Room transforms beautifully for private events. This indoor space with French doors leading to an adjacent outdoor courtyard, accommodates up to 150 guests and can be used for a variety of special occasions or business seminars.

Amenities included with this space are 60-inch round tables that each seat up to eight guests, black-padded mahogany folding chairs, and gold or black linens for the round tables. A limited number of 8' x 30" rectangular banquet tables are also available with black linens. Also available Wi-Fi, a music system with iPod dock and microphone, projector and drop-down screen, commercial kitchen, and wine bars.



SENSORY ROOM

This private room located off our deck and tasting room offers a custom conference table that accommodates up to 10 guests. Ideal for wine luncheons, intimate dinners, executive retreats, and board meetings, the Sensory Room features views of our walnut orchards with an abundance of natural light.

PRICING & GUIDELINES

SITE TOURS

To learn more and set up a site tour, please contact us at events@adelaida.com or call 805.239.8980 ext. 32. We request that an appointment be made prior to your visit.

HOURS OF USE

Adelaida Vineyards & Winery is open daily from 10:00am to 5:00pm to the public. Events cannot begin earlier than 6:00pm with guests arriving no earlier than 5:30pm. Access to your event space by vendors needs to be pre-scheduled and confirmed. Events must conclude by 10:00pm per zoning requirements.

SITE FEES

Venue	Site Fee
Barrel Room	\$6,000.00
2320 Hilltop	\$3,500.00
2320 Hilltop & Barrel Room	\$9,500.00
Sensory Room	\$1,500.00

DEPOSITS

Venue	Event Deposit	Security Deposit
Barrel Room	\$2,600.00	\$2,000.00
2320 Hilltop	\$1,400.00	\$2,000.00
2320 Hilltop & Barrel Room	\$3,800.00	\$4,000.00
Sensory Room	\$600.00	\$500.00

The above listed event deposit and security deposit is required to secure the date of your event and must be paid within ten days of signing the event agreement. Your event will not be scheduled until all deposits are paid and the event agreement executed.

The balance of the applicable site fee is due 30 days from your scheduled event date.

The event deposit is a non-refundable fee securing your reservation of the selected venue while the security deposit is refundable and will be returned to you within seven business days following your event less damages, if any.

CORPORATE EVENTS



If you are looking for a unique place to host your next meeting, company retreat, or holiday gathering consider Adelaida Vineyards & Winery. Located in a rural setting surrounded by vineyards and walnut orchards, Adelaida offers: flexible indoor and outdoor venue locations, customizable wine tasting options, meeting facilities with state of the art audio visual, award-winning wine from our estate vineyards, an on-site commercial kitchen, and table and chair rental and set up. Our team will work with you to create a memorable experience for your business.

LIABILITY AND INSURANCE REQUIREMENTS

Your liability coverage must be a minimum of \$3,000,000.00 per occurrence and include a certificate of insurance issued as primary and in the name of “Adelaida Vineyards & Winery and KMBG, LLC” for the date of the event. Adelaida will provide you with the specific language that must be included in the certificate of insurance. The certificate must in Adelaida’s possession at least ten business days prior to your scheduled event.

Insurance can be obtained as a rider to your homeowners/renter’s policy or from secondary sources (i.e., www.eventhelper.com, www.wedsure.com, www.privateeventinsurance.com).

SECURITY

Adelaida may require that licensed and insured security be on site for the duration of your event. This service is included in your site fee.

PROHIBITED ITEMS

Adelaida Vineyards & Winery has a no smoking policy on the entire premises. This includes, but is not limited to e-cigarettes, cigarettes, cigars, herbal cigarettes, and pipes. Security will strictly enforce this policy on property.

We also prohibit the following items on property: fireworks, sparklers, candles, lanterns, birdseed, confetti, rice, and hay bales.

WINE AND ALCOHOLIC BEVERAGES

The service and sale of wine is limited to wines produced and sold by Adelaida Vineyards & Winery with the exception of sparkling wine, keg beer, and hard cider. A \$15.00 corkage fee will be applicable to each 750mL bottle of sparkling wine brought to an event.

A minimum of two cases of Adelaida wine must be purchased per event. We encourage you to join our Wine Club to take advantage of the discounted club member pricing on all wine purchases. All wine orders must be submitted and paid for at least 14 days prior to the event date.

Hard liquor/alcohol/spirits and bottled beer are strictly prohibited. However, keg beer and hard cider are allowed on site provided a licensed bartending service or caterer pours them.

No one under the age of 21 will be permitted to consume alcoholic beverages of any kind. Adelaida reserves the right to check anyone’s identification and refuse service to anyone suspected to be intoxicated.

EVENT COORDINATION

Adelaida requires that a professional event planner/coordinator is contracted for all weddings and that they are on site throughout your entire event. The services provided by the event planner/coordinator would include pre-event consultation, floor plans, wedding day timeline, vendor confirmations, and complete coordination on the wedding rehearsal and the wedding day. All event planners/coordinators must have a signed agreement with proof of liability insurance. The event planners/coordinators listed on our recommended vendor list have been pre-approved.

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ENTERTAINMENT

Amplified sound is allowed at Adelaida. Agricultural zoning permits both acoustic and amplified music to be played until 10:00pm. Adelaida reserves the right to determine the acceptable level of sound during the listed hours. All entertainment requests must be approved in writing no later than 30 days prior to your event date. All entertainment vendors must have a signed agreement with proof of liability insurance.

CATERING

The caterer must provide staff to service your event and be responsible for providing still drinking beverages for guests. Adelaida can provide bottled water at an additional charge.

The caterer will be allowed the use of the Barrel Room kitchen, if this venue is contracted. The caterer is required to leave the kitchen in a clean state at the conclusion of your event including removal of all trash; if the caterer fails to perform these requirements, you will be held responsible and charged a \$250.00 cleaning fee.

Adelaida will provide you with a list of pre-approved and preferred full-service caterers; all caterers must be pre-approved by Adelaida prior to being contracted. The caterer is responsible for complying with regulations set forth by Adelaida Vineyards & Winery and with the San Luis Obispo County Health Department. Fire extinguishers are required at each station or buffet where sternos, charcoal, or propane is used. The caterer must also provide proof of liability insurance.

TRANSPORTATION

Adelaida Vineyards & Winery requires guest shuttle transportation for all private events taking place on our hilltop site by a licensed and insured transportation company. The transportation company must provide a certificate of insurance naming Adelaida Vineyards & Winery and KMBG, LLC as an additional insureds. Adelaida will provide you with a list of pre-approved and preferred transportation companies.

RENTALS AND DECOR

You are responsible for renting the necessary china, glassware, flatware, utensils, and other catering needs for your event. You or your coordinator must handle upgraded linens, chairs, or tables.

Adelaida cannot accept rentals any earlier than the day prior to the event date. Rental delivery times must be pre-approved by Adelaida and dropped off at the designated venue.

You or your coordinator is solely responsible for the removal of all rentals and decor from the event site. All rentals must be removed from the property no later than 10:00am the day following your event unless prior arrangements are approved by Adelaida Vineyards & Winery.

Adelaida Vineyards & Winery is not responsible for damaged or lost rental items.

CLEAN UP

You or your coordinator are responsible for the cleanup of all sites and premises used during the event, as well as the removal of all refuse including flowers, trash, decor, props, etc. from the property. Adelaida is not responsible for any remaining items and has the right to discard all items not removed by 10:00am the following day. A clean-

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up fee of up to \$500.00 may be applied if you do not follow these guidelines

You, your coordinator, and/or your caterer are responsible for leaving the venues in a clean condition including:

- Neatly staging and stacking your rental equipment in designated areas
- Bagging and removing all trash and placing the trash in the designated dumpster
- Placement of all empty wine bottles, boxes, and other recyclables in recycling dumpster
- Sweeping and mopping of all utilized kitchen floors, as well as cleaning of sinks, countertops, and appliances including refrigerators and freezers
- Removal of all personal items

STAFFING

Adelaida will provide an Event Manager to remain on the premises throughout the entirety of your event; this is included in the site fee. The responsibility of the Event Manager is to handle emergencies, manage resources, oversee wine service, and be the point of contact for your coordinator, caterer, and other vendors.

Adelaida will provide staff to pour purchased wine with two staff assigned for every 50 guests.

For other services including, but not limited to, wine pouring, winery tours, and other winery related services, additional fees will apply.

PHOTOGRAPHY/VIDEOGRAPHY

An Adelaida Vineyards & Winery representative will accompany you and your photographer for one hour prior to or following the ceremony to the approved sites in the vineyard and winery. You agree to allow Adelaida Vineyards & Winery to use images and video of your event as needed for marketing and advertising purposes. The uses will include, but are not limited to, social media, our website, blog posts, and printed marketing materials. These images and video will be acquired with proper permissions from the copyright owner.

CANCELLATION POLICY

Cancellations are required in writing to Adelaida Vineyards & Winery. Event Deposits are non-refundable. In the event you cancel your event less than 60 days in advance, the remaining balance due becomes immediately due and payable. In the event of a cancellation by Adelaida Vineyards & Winery, all deposits and fees will be returned in full.

JOIN THE WINE CLUB



Adelaida's Wine Club is the culmination of historic roots, a dedicated family, and unique vineyards. At Adelaida, sustainable agriculture and a winemaking team guided by nature come together to create well-balanced wines that relay a sense of place and honor generations of the past, present, and future. As a member, you will enjoy full access to our portfolio of wine, invitations to private tastings and events, and receive member only pricing on purchases. With two membership options, our wine club is designed to bring the most to our guests. Contact wines@adelaida.com for more information.