

# ST JULIAN

winery • distillery

## THE APOLLO Rental Agreement

- **Occupancy**

The maximum seating capacity is 68.

The maximum standing capacity is 100.

- **Room Rates**

Monday thru Thursday - \$125.00 per hour

Friday, Saturday, Sunday - \$175.00 per hour

Refundable Damage Deposit - \$250.00 per event

Service Fee - \$100.00 per event

Room Rates include:

- The rental of the Apollo Room space
- Bar Service (1 Bartender).
- The use of St. Julian stemless wine glasses.
- Optional tour of the facility (see below).

Available Add-Ons:

- Additional Bartenders: \$30/bartender/hr.
- Rental of non-logoed glassware: TBD
- Guided Wine Tasting: \$5.00/person (see below).

- **Winery Tour**

A complementary guided tour of our distillery, winery and cellar can be arranged for any function that is held in the Apollo. This option is included in the Room Rate.

- **Wine Tasting:** A guided wine tasting that includes 6 samples from a pre-selected menu and a St. Julian souvenir tasting glass.

- **Beverages**

All of our wines, ciders, spirits and sparkling juices are available for your event. However, due to our expansive menu, we limit Cash Bars to 12 wines, Ciders on tap (growlers), any of our Spirits, and up to 3 juices.

We can also provide soft drinks and mixers at your request. Please refer to our Event Price List for more details.

By law, we can only serve St. Julian wines, ciders, and spirits on our premises. No other alcohol is permitted.

**Hosted Bar** – Host pays for beverages.

**Cash Bar** – Guests pay for their own drinks.

We will put tip jars out on the bar or instruct our staff to not accept tips from your guests – that is up to you. If you would like to tip the bartenders yourself, you will need to do so directly. We will not add tips onto your final bill.

- **Food Menu**

All planning, ordering and payment for catering services will be handled directly between you and your caterer. The following caterers are approved to work functions in the Apollo.

Desserts Unlimited/Premier Catering  
39530 Red Arrow Hwy.  
Paw Paw, MI 49079  
(269) 657-6539  
www.cateringbypremier.com

Millennium Restaurant Group  
3505 Greenleaf Blvd.  
Kalamazoo, MI 49008  
(269) 375-1193  
www.millenniumrestaurants.com

Creative Catering Services, Inc.  
217 E. Michigan Ave  
Paw Paw, MI 49079  
(269) 415-0036  
catering@creativecateringservices.com

Due to Health Code Regulations, events cannot be self-catered.

- **Decorations**

Decorating may be done by the rentee or their representatives. Management does not allow glitter, confetti or helium balloons. You may not post, paste, fasten or affix any card or sign to any property of the Apollo. Nothing can be adhered in any way to painted walls or ceiling. It is the responsibility of the rentee to remove all decorations at the close of the event.

- **Cancellation Policy**

Rental Deposits are fully refundable when a booking is canceled a minimum of 7 days prior to an event. There will be no refund of Rental Deposits on bookings that are canceled less than 7 days before an event.

- **Smoking Policy**

Smoking is not permitted on our campus.

# THE APOLLO Rental Deposit

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Billing Address \_\_\_\_\_  
\_\_\_\_\_

Date of Event \_\_\_\_\_ Total # in Group \_\_\_\_\_

Occasion \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_

Rental Start (including Set Up) \_\_\_\_\_

Rental End (including clean up) \_\_\_\_\_

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*The \$100 Deposit Fee is due at the time of booking. Please note that deposit refunds will not be issued for cancellations that occur less than 7 days prior to the booked event.*

### Credit Card Authorization for \$100 Deposit Fee

X \_\_\_\_\_ Date Signed \_\_\_\_\_

Credit card number \_\_\_\_\_ Expiration date: \_\_\_\_\_

CVV \_\_\_\_\_

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*We also require that you place a credit card on file for the balance of the Rental Fee, Bar Service, Beverages, and any other miscellaneous fees. The card on file will be charged at the end of your event.*

### Credit Card Authorization for Balance Due

X \_\_\_\_\_ Date Signed \_\_\_\_\_

Credit card number \_\_\_\_\_ Expiration date: \_\_\_\_\_

CVV \_\_\_\_\_

