



GENERAL WINERY RENTALS

2020 GENERAL ROOM RENTAL RATES, DESCRIPTIONS & POLICIES

WELCOME TO ROSEMONT!

Rosemont Vineyards is committed to excellence, innovation, and hospitality. Our primary mission is the development and production of high-quality wines, but we are pleased to share the tranquility and natural beauty of our site with you and your guests for special events!

GENERAL ROOM RENTAL POLICIES

All non-production Rosemont of Virginia Winery space is available for rental Monday–Saturday from 11:00 am–11:00 pm and Sunday 1:00 pm–11:00 pm. All rental rates below include the following:

- Rental of designated space for three hours. Additional hourly rates are provided for each.
- All available tables, white linens, chairs, and cocktail tables for your designated rental space. Items are described further below.
- 15% off of all wine purchased for the event.*
- 1 ½ hours of set-up time prior to your event.
- 30 minutes of cleaning time after your event.
- Dedicated Rosemont staff to help you in the coordination of your event and on the day of your event.

Below is a description of the different rooms within the Winery that are available for rent, including the available times and rental rates for each. We encourage you to call us directly at the Winery so that we may prepare a quote for your specific event!

In order to reserve a date for your event, we require a signed rental contract, along with a 50% deposit. **When you sign the contract, you are agreeing to comply with the guidelines that follow below. Please be sure to read them carefully before signing the contract.** *Please note: These rates do not include holiday dates.*

Peak Season: April – November

Off-Peak Season: December – March

To set up a meeting to discuss your special event, or for more information, please contact:

KYNDAL EGGLESTON

434-636-9463 OR KYNDAL@ROSEMONTOFVIRGINIA.COM



MEETING ROOM

Rosemont's meeting room is located on the third floor of the Winery. This quaint room is a perfect setting of any smaller party, such as Bridal luncheons and showers or intimate family gatherings. It is set off of the side of our main Gallery area and is attached to a private kitchen, bathroom and side porch.

Maximum Guests: 24

Rental Rates: \$160.00

Available Times: 11:00 AM – 6:00 PM

Rental Includes: Rental of Meeting Room, adjoining kitchenette, bathroom and side porch.

Additional Hour: \$30.00

SUN ROOM

Rosemont's Sun Room is located on the second and main floor of the Winery. This lively room overlooks the vineyard and is ideal for intimate family dinners, cocktail receptions, birthday parties, and more. The Sun Room is located just off to the side of the Tasting Bar on the main level and includes the use of the adjoining sitting area with the rental fee.

This space is available for rental only after our operating hours.

Maximum Guests: 40 for meals, 75 for cocktail reception

Rental Rates: \$500.00 (*Peak Season*)

\$425.00 (*Off Season*)

Available Times: 7:00 PM – 11:00 PM

Rental Includes: Rental of Sun Room and adjoining Sitting Area.

Additional Hour: \$150.00



ART GALLERY

Rosemont's Art Gallery is located on the third floor of the Winery. This spacious room is ideal for a number of events, ranging from rehearsal dinners to corporate cocktail receptions, and larger family gatherings. This is the main area of the upper level and features artwork from many of the local artists around the Lake Country area. It is also attached to a private kitchen, bathroom and front porch. For evening rentals, this space includes our Downstairs Sitting Area as well.

This space is available for rental during and after our operating hours, broken out below.

During Operating Hours, (11:00 am – 6:00 pm)

Maximum Guests: 64 for meals, 80 for cocktail reception

Rental Rates: \$400.00 (*Peak Season*) – *Not available for Saturday rentals during Peak Season.*
\$340.00 (*Off Season*)

Available Times: 11:00 AM – 6:00 PM

Rental Includes: Rental of Art Gallery, adjoining kitchenette, bathroom, front porch, Meeting Room, and side porch.

Additional Hour: \$150.00

After Operating Hours, (6:00 pm – 11:00 pm)

Maximum Guests: 64 for meals, 80 for cocktail reception

Rental Rates: \$850.00 (*Peak Season*)
\$725.00 (*Off Season*)

Available Times: 6:00 PM – 11:00 PM

Rental Includes: Rental of Art Gallery, adjoining kitchenette, bathroom, front porch, Meeting Room, side porch, and main floor sitting area.

Additional Hour: \$150.00



2ND FLOOR

The 2nd Floor is the main floor of Rosemont Winery and is ideal for family dinners, cocktail receptions, birthday parties, and more. This vast space features views of the vineyards and the front lawn. The 2nd Floor rental includes the Sun Room, Sitting Area, and Retail Space on the main level of the winery.

This space is available for rental only after our operating hours.

Maximum Guests:	40 for meals, 100 for cocktail reception
Rental Rates:	\$850.00 (<i>Peak Season</i>) \$725.00 (<i>Off Season</i>)
Available Times:	7:00 PM – 11:00 PM
Rental Includes:	Rental of Sun Room, Sun Room Porch, Retail Area, and adjoining Sitting Area.
Additional Hour:	\$150.00

ENTIRE WINERY

The entire Rosemont Winery is available for rental for big, special occasions including milestone anniversaries, family reunions, corporate functions, and large private parties. Renting the entire Winery includes the use of all the areas listed above: Sun Room, Art Gallery, Retail Area, and the Meeting Room.

This space is available for rental only after our operating hours.

Maximum Guests:	250 for cocktail receptions, 120 for seated dinners
Rental Rates:	\$1,800.00 (<i>Peak Season</i>) \$1,500.00 (<i>Off Season</i>)
Available Times:	7:00 PM – 11:00 PM
Rental Includes:	Rental of Sun Room, Art Gallery, Retail Area, and the Meeting Room for three hours.
Additional Hour:	\$150.00



RENTAL GUIDELINES

GENERAL GUIDELINES

- We can only accommodate 80 guests for sit-down dinners simultaneously inside the Winery.
- Any special arrangements/requirements above and beyond the scope of what is outlined in this document must be detailed in the rental contract and ultimately will be the responsibility of the renter or vendor.

DEPOSITS, FEES, AND CANCELLATIONS

- An initial deposit of 50% is required at contract signing to secure your date. This deposit shall be applied to the balance of the rental contract.
- The remaining balance is required one week prior to your event.
- In the event of an act of God, act of Government, or natural disaster, which no one can predict, Rosemont will not refund any payments, however, payments can be used toward a future rental.
- *For Full Winery Rentals* - A \$500 damage deposit is required upon contract signing. This deposit will be refunded by check within 30 days of the event if there are no damages to Rosemont's property or the grounds. If damages have occurred, you will be refunded the damage deposit less the difference of the damages.
- Cancellations made less than 30 days prior to your event will result in forfeiture of your deposit. *Cancellations must be submitted in writing or via email.*
- Repairs and cleanup costs are your responsibility and will be billed to you at \$30.00 per hour plus materials.
- A valid credit card number must be provided to hold the rental date and to cover any incidental charges. We will notify you of any additional charges prior to charging your card.
- If the rental exceeds the time period detailed in the contract, the additional time will be your responsibility and shall be billed in hourly increments.

RENTAL FACILITIES

- Rosemont Winery will provide wine glasses at no additional charge.
- Any special arrangements must be detailed in the rental contract.
- Attendance of more than the maximum allowed by initial spaced contracted, without our prior approval, will permit us to utilize additional space within the winery, as is available, and resulting charges will be added to your bill.



FOOD SERVICE

- No full-service kitchen is available for rentals; however, we do offer two caterer's kitchens. We can provide a list of caterers for your reference. You may contract with any caterer or provide your own food.
- Per Virginia Department of Health, no food can be prepared onsite.
- If a caterer has not previously done an event at the winery, a site visit is required prior to the event to become familiar with the facility. This visit must be scheduled at least 2 weeks prior to the event date.
- Grilling is only permitted by an insured caterer using a propane grill.
- If the event is being catered by a catering company or an outside food vendor; caterer/vendor must supply linens for food service tables.
- Ice must be provided by renter or caterer and is not available on premise at Rosemont Winery.
- Your caterer must provide proof of current liability insurance coverage, including a policy renewal date.
- The caterer's set up and cleanup time must be agreed upon in advance with the Rosemont Event Coordinator.
- Caterer is responsible for ALL set-up and clean-up associated with the event. The renter will be billed for any additional clean-up or food removal should the caterer not meet this requirement. The labor rate is \$30 per hour.
- It is the responsibility of the caterer to bus tables during the event, including glassware provided by the winery.
- **It is your responsibility to notify the caterer of the regulations laid out in this document.**

WINE & BEVERAGE SERVICE

- We will provide a sufficient number of staff members to serve wine from behind a bar for your group. *For Art Gallery, 2nd Floor, Sun Room, and Entire Winery Rentals only.*
- If your group would like to do a tasting, a tasting fee of \$15 per person will be applied for the ability to taste all *Rosemont of Virginia* wines currently available.
- Payment for wine served at the event must be made that day or prior to that day.
- The Winery does not guarantee the selection of wine available for the rental. To ensure the necessary selection of wine for the rental it is recommended to purchase wine at an earlier date.
- All wine purchased by renter for their event is priced at a 15% discount from regular retail rate. However, if a cash bar is desired, standard winery prices will apply.* Discounts are non-compounding and higher discount will prevail for Wine and Barrel Club Members.
- In accordance with state law, we will not serve any guest who in our sole judgment appears to be intoxicated, nor will we allow any wine to be served to minors who may be in your group. We reserve the right to ID everyone in your group.
- Only *Rosemont of Virginia* wines can be served.
- Non-alcoholic beverages must be provided and served by the renter or the caterer.
- An ABC Banquet License must be obtained through the state of Virginia if other alcoholic beverages (beer and/or liquor) are to be served at events. Caterer or renter must obtain their own ABC license. *For after-hours rentals only. No outside alcohol is allowed on premises during business hours.*
- Beer only to be served via bottles or cans – no kegs will be allowed.
- Rosemont Winery prefers to serve any beer provided at our tasting bar, by Rosemont staff. The serving of any liquor will be the responsibility of the caterer.



MUSIC AND ENTERTAINMENT

- For Rentals During Business Hours:
 - o Personal music, live or recorded, is not allowed as it interferes with Winery business. Light acoustic music will be playing over the sound system throughout the Winery during business hours.
- For Rentals After Business Hours:
 - o You may bring in your favorite CDs, iPod or MP3 player for our staff to play for your guests.
 - o You may hire appropriate entertainment for your event if you choose.
 - All musicians and/or D.J.'s must cease playing by 10:45 pm. This will allow time for musicians and/or D.J.'s to dismantle their equipment and be off the premise by 11:30 pm. Additional time will be billed if musicians/D.J.'s and guests are not off-premise by the agreed upon time.
 - o D.J.'s may not use a bubble machine or fog machine.

DECORATIONS

- Decorating must be performed during the rental agreement times. Decorations must be kept within the contracted rental space.
- All winery premises may only be decorated in a manner which in our judgment does not damage the facilities. No nails, tacks, staples, pins, Command Strips, or tape may be used on the walls, ceilings, doors, or deck.
- Any decorations that are to be set out by Rosemont must be delivered no later than 24 hours prior to the event in labeled boxes or totes with detailed instructions on where and how the items are to be placed.
- No confetti or similar substances will be allowed.
- Candles may only be used with glass globes.
- We reserve the right to remove or modify any aspect of decorations or entertainment, which we feel in our sole judgment, poses a safety risk or nuisance to your guests or the general public, or which any of our employees or we believe is inappropriate.
- Any artwork located on the walls may not be removed for your event, and are considered an extension of the winery.
- Please consult with us in advance regarding decorations to avoid problems.

SMOKING POLICY

- The entire winery is a non-smoking area. Smoking is permitted outside only. This policy is strictly enforced.

TABLE AND CHAIR PLACEMENT

- A floor plan which outlines where tables, chairs, and other items are to be arranged for your function must be decided and agreed upon 2 weeks prior to your event date.
- Furniture available for use at Rosemont of Virginia Winery includes:
 - 120 – white folding chairs
 - 15 – 5' round tables
 - 5 – 6' rectangular tables



- White table linens for all tables
- 10 wine barrel cocktail tables
- Wine glasses
- Rosemont Winery will be responsible for placing all Rosemont tables and chairs as agreed upon prior to your event. Any table/chair moves needed during your event will be the renter's responsibility.
- If required, renter will need to use a party rental company to bring in additional tables, chairs, linens, tents, dishes, glasses, silverware, and centerpieces for your function. It is the renter's responsibility to secure and coordinate this activity. For coordination purposes, the winery will need the name of the rental company, a contact, and phone number.
- If set-up of rental tables and chairs will not be completed by your caterer, Rosemont of Virginia can assist in this task for an additional fee.
- Decorating and caterer set up must be done within the rental agreement times.

CLEANUP

- You or your caterer will be responsible for cleaning up at the end of the rental.
- Tables must be completely cleared; trash must be collected from all wastebaskets and removed to the dumpster.
- The caterer's preparation area must be cleaned.
- We will provide replacement trash bags for wastebaskets and will be responsible for washing wine glasses.
- You will be responsible for paying for any of the above cleanups which you do not perform, as well as any non-routine cleanup following a rental. Such charges will be billed to you at the rate of \$30.00 per hour.
- For Saturday evening rentals only, and if the facility is not rented the following Sunday by another renter, the Saturday evening renter has between 8:00 am – 11:00 am on Sunday to remove all items from the Winery.

ADDITIONAL INFORMATION

- Absolutely no weapons or firearms are allowed on Rosemont Winery property.
- Rosemont Winery staff members have the authority to contact law enforcement officials, if necessary, to protect Rosemont Winery and personnel.
- Rosemont Winery will not be held liable for injuries or property damages/loss to others during the event, including but not limited to: death, personal injury, property damage, or any other incidents that may occur to any person(s) by use of the building and premises during the terms of the agreement.
- The term of the agreement starts when the first representative (guest) arrives on the property and concludes when the last person leaves the property.