



Entertaining at the Sycamore Winery

The Sycamore Winery is a privately owned 60-acre country estate in the rural community of West Terre Haute, Indiana with a 7,600 square foot winery, brewery, and event space. The grounds include a tasting room, on-site wine production facility and micro-brewery, large event space, kitchen, outdoor terrace, bridal suite, walking trails, and two beautiful lakes. The winery is the perfect setting to host a country or upscale wedding ceremony, reception, business event, retreat, or day camp. The 3,600 square foot White Barn with beams, wood-burning fireplace and elegant charm holds up to 240 guests. The rustic-chic tasting room and quaint outdoor terrace are perfect for smaller, more intimate gatherings such as, bridal and baby showers, rehearsal dinners, evening cocktail parties, business meetings, or family reunions.

The Sycamore Winery is an all-inclusive event venue that offers facility rental, design services, event coordination, and now overnight accommodations at our new downtown location, The Ohio Building. Brides and grooms are encouraged to take advantage of our wedding packages, which include additional services.

RENTAL OPTIONS

(we offer basic rental options and packages to fit all price points)

DIY Rental (we supply the space, tables, chairs, linens and bar and you take care of the decorating, setup and clean-up)

Package Options (we do all the work using all of our decorations, we setup-up, clean-up, provide day-of coordination, downtown overnight accommodations, plus so much more)

- Ask about additional rental options at our new downtown location, The Ohio Building -

Facility Rental

THE WHITE BARN

The main event space is a 45x80, 3,600 square foot column-free banquet room that holds 240 guests. The White Barn has a traditional look with large windows, large stone fireplace, and soaring 18ft ceilings. This event space is adjoined to the tasting room and outdoor terrace which are ideal for pre-reception cocktails or hors d'oeuvres. The space is finished out with wood beams and stained concrete floors. *Seats 240 guests maximum or 215 with dance floor area*

DIY Rental Options (see packages below for additional rental options)

Rental includes: Tables and chairs for 240 guests, all additional tables needed for food, gifts, etc. use of kitchen for food prep & use of tasting room bar with no bartender fees. Set-up of chairs, tables, and tablecloths included, but cleaning is the responsibility of the client.

Hourly Rate

Monday – Thursday (5 hr minimum)	\$125/hr	
Friday & Sunday (5 hr minimum)	\$150/hr	
<i>start time no earlier than 12pm on Sundays</i>		
Saturday (all-day rental only from 10AM – 11PM)	\$2600 full-day	\$200/hr additional
Holidays/Holiday Weekends	<i>inquire about dates and pricing</i>	

Security Guard = \$30/hr (typical evening events require a security guard for 5 hrs)
(1 guard may be required for parties over 100 beginning after 5PM.)

THE TASTING ROOM

The tasting room hosts a large bar, beautiful wood beams and stained concrete floors. The tasting room holds up to 40 guests and can be reserved for private parties, such as bridal showers, bachelor and bachelorette parties, birthday parties, class reunions or business meetings.

DIY Rental Option (see packages below for additional rental options)

Rental includes tables and chairs for 40 guests, use of lobby and outdoor space along with use of tasting room bar with no bartender fees. Set-up of chairs and tables included, but cleaning is the responsibility of the client.

	4 hours	Additional hours
Monday – Thursday or Sunday	\$450	\$100

The Tasting Room can only be reserved after hours (when the winery is closed to the public) and not on Saturdays. This typically provides guests with the opportunity to reserve the Tasting Room anytime on Mondays, Tuesdays, weekday evenings or Sundays. Note: Use of kitchen is NOT included with a Tasting Room rental.

Additional Services

Private Wine Tasting = Gather a handful of couples together for a private wine tasting experience for 2 hours in the tasting room (no additional room rental is needed). Guests will receive a wine or beer tasting, complimentary glass of wine, plus cheese, meat and fruit trays of your choice will be setup for your guests to enjoy during the visit. This package is great for couples showers, bachelor/bachelorette parties, church groups, or bus groups that desire a more private wine tasting experience. Not available when the tasting room is open to the public and not available on Saturdays. *For larger private wine tasting events, please inquire about details and pricing.*

Monday – Thursday or Sunday	\$30 per person (10 guest minimum)
Friday	\$30 per person (20 guest minimum)

Kitchen = \$35 per hour *(if not purchasing a White Barn rental or package option)*

Includes use of kitchen for food prep & storage only with facility rental contract. Use of kitchen is free with rental of the White Barn and select event packages but Tasting Room rentals do not include use of kitchen.

Outdoor Wedding Ceremony *(if not purchasing a package below)*

Includes white garden-style folding chairs. Set-up & breakdown of seating included. Only available with facility rental.

1-100 guests	\$400
100-240 guests	\$550

Security Guard = \$30/hr (typical evening events require a security guard for 5 hrs)
(1 guard may be required for parties over 100 beginning at 5PM)

Signature Wine Selection = \$500

Participate in selecting the wine exclusively for your special day. During a wine tasting, the bride and groom will select a signature Sycamore Wine that will then be bottled and served the night of their wedding. This includes 24 custom labeled 750ML wine bottles. Labels can be designed to match other wedding graphics/décor. The wine can either be served at The Tasting Room bar or placed on the guest tables. All unopened wine can be taken home by the bride and groom.

Bridal Loft = \$250 *(if not purchasing a package below)*

Use of the lofted bridal suite is included in all packages. If you are not purchasing a package but are still interested in using the bridal loft for you and your bridal party, you can reserve the entire loft for the duration of either the White Barn or Tasting Room rental.

Bar Options

During all events, the tasting room bar will be open for wine and craft beer sales and staffed with our helpful bartenders at no additional charge. Here are three bar options to fit all budgets:

Open Bar = \$22/person

Our unlimited open bar option allows for an open bar for 5 hours (for most packages, that means 5:30pm- 10:30pm). This includes all alcoholic and non-alcoholic drinks for your bridal party and guests for 5 hours. In addition to the 5 hours, the bridal party and parents (up to 30 people) will receive one alcoholic drink each before the 5 hour open bar begins + one bottle of wine for the bridal loft. There is no surprise bar bill at the end of the night. The \$22/person includes all taxes and gratuity, making it an easy and affordable option if you prefer to offer guests drinks throughout the duration of your event. Guests can choose any and all drink selections from the bar, along with a drink station of non-alcoholic drinks that include tea, lemonade and water. Bar drinks are served in glassware and drink station is supplied with plastic glassware, ice, and sugar packets.

*If an open bar is selected for your Saturday wedding and you have purchased the "All-Inclusive Weekend Wedding," an open bar will also be included at no additional cost for your Friday night rehearsal dinner (3-hr open bar for up to 60 guests).

Consumption Bar = \$ Per Drink Consumed

A consumption bar is available and cost is assessed based on the number of drinks your guests consume. Non-alcoholic drinks would be a separate cost but soft drinks could be included in the consumption bar options from the bar. With this option, the paying party puts a credit card on file at the beginning of the event and settles the bar tab at the end of the event or once they desire for the consumption bar to be closed and moved to cash bar. We do encourage that non-alcoholic drinks be provided to guests at no expense either through a caterer or by purchasing the Unlimited Beverage Option below.

Note: Rule of thumb when estimating alcohol consumption = 1 drink per person per hour. Typical pricing is wine at \$5/glass, beer by the pint is \$5-\$6, and specialty drinks range from \$5 -\$8 (not including taxes).

Cash Bar = Guests pay per drink

The bar is open and guests can purchase drinks at their own expense (cash or credit card). We do encourage that non-alcoholic drinks be provided to guests at no expense either through a caterer or by purchasing the Unlimited Beverage Option below.

Unlimited Beverage Option (non-alcoholic) = \$75/drink

Our non-alcoholic unlimited beverage service includes dispenser of beverage, cups, ice, sugar packets, creamer, mugs, etc. (depending on the drink of choice). The winery staff will setup the beverage table and keep the drinks refilled throughout the entire event. Tea, lemonade and coffee are available as part of the unlimited beverage service. Water is available at no charge if purchasing an unlimited beverage option. Soft drinks can be available if desired. Cans of soft drinks will be set

out with ice and cups. Charges for soft drinks will be assessed at the end of the event based on the number of cans consumed by guests.

Event Packages

If you are planning a wedding or other special event, The Sycamore Winery encourages taking advantage of the below package deals. The packages include an exclusive day-of event coordinator, access to use all decorations, private bridal suite, we take care of the set-up and clean-up for your event, plus many extras. See details below.

A Night to Remember (<i>reception only</i>) =	\$4,500 - \$6,000
A Wedding Day Affair (<i>our most popular package</i>) =	\$6,000 - \$7,500
All-Inclusive Wedding (includes overnight accommodations) =	\$10,000

Standard Package Services - all packages include the following:

Access to ALL The Sycamore Winery decorations for use at your event at no additional charge. Use of any and all inventory, including: table covers, runners, centerpieces, vases, jars, serving trays, easels, wine barrels, lanterns, greenery, table numbers, and more. see examples of our décor inventory on our Pinterest page - <https://www.pinterest.com/sycamorewinery/weddings-the-sycamore-winery/>

- Our detailed event coordinators and additional staff will be on hand and exclusively devoted to your event for the entire day. This includes:
 - setup, arrangement, break-down and decorating for your event
 - meeting and greeting guests and vendors
 - help manage day-of event schedule
- Our staff will take care of all the clean-up and trash removal after your event, plus we bus tables throughout the entire event to make everything looks great. This is a BIG ONE that most clients overlook. Who wants to clean up on the night of their wedding or ask friends and family to stay behind to help after a big event? Just enjoy your day and let us do all the work!
- 20% off rental rates for hosting your engagement party, bridal shower, bachelorette party, or bachelor party at The Sycamore Winery/The Ohio Building.

Note: The Tasting Room will remain open to the public during normal business hours. All packages do not include catering, entertainment, security, and other amenities.

A Night to Remember = \$6,000 (Saturday) \$5,000 (Friday/Sunday) \$4,500 (Mon-Thurs.)

Host an evening reception/party at The Sycamore Winery while having full access to the Tasting Room and grounds. This package is ideal for wedding receptions with the ceremony off-site. This package includes all of the above + the following:

- The White Barn is reserved for your event from 10am – 11pm. Additional hours can be added for a fee.
- Cocktail tables on the lawn or terrace for your guests to mingle and outdoor games (weather permitting)

A Wedding Day Affair = \$7,500 (Saturday) \$6,500 (Friday/Sunday) \$6,000 (Mon-Thurs.)

Host the wedding of your dreams at The Sycamore Winery and dance the night away in the White Barn or outside under the stars. This package includes all of the details from *A Night to Remember* plus:

- Host both your wedding ceremony and reception at The Sycamore Winery. No need for you or your guests to travel between venues. Your wedding ceremony can be held outside on the grounds or inside the barn. This includes:
 - Seating for up to 225 guests for an outside ceremony (inside barn seating may depend on arrangement for reception)
 - *Standard seating includes white garden-style folding chairs.*
 - Cocktail tables on the lawn or terrace for your guests to mingle between ceremony and reception with outdoor games (weather permitting)
 - Set-up and break-down of ceremony seating and cocktail tables
 - Our day-of wedding coordinator will help with rehearsal walk-through
- Use of the lofted bridal suite for you and your bridal party to use for dressing, make-up and hair. The bridal suite includes a private bathroom.

***This package does not include outdoor audio or sound system or additional outdoor lighting (besides outdoor building lighting).*

The All-Inclusive Weekend Wedding Package = \$10,000 (Friday + Saturday)

This package includes all the details from *A Wedding Day Affair* plus:

- Full 2nd floor Casa Urbana (at The Ohio Building – downtown Terre Haute) rental for both Friday and Saturday night (see all features below)
 - This provides a large 2nd floor space for your entire family and/or bridal party to stay together for the weekend.
- Use of 2nd floor ballroom at The Ohio Building for rehearsal dinner on Friday evening (for up to 50 guests) for 3 hours (rehearsal dinner must be held during tasting room hours)
- Use of the 2nd floor dressing room on Saturday for hair and make-up
- Use of The Ohio Building for any pre-wedding photos
- Our detailed event coordinators and additional staff will be on hand and exclusively devoted to your event for all activities at both The Ohio Building and The Sycamore Winery for the entire weekend.
- Extended check-out time for Casa Urbana at 1pm on Sunday

Overnight Accommodations

The Sycamore Winery family now operates The Ohio Building in downtown Terre Haute as of 2020. With this new ownership, overnight accommodations are now available for those hosting events at both locations.

Casa Urbana is our 13,000 sq.ft. second floor space that includes overnight accommodations with 5 bedrooms, 1 lounge room with sleeper sofa and 4 private baths. Casa Urbana can be rented as part of a wedding package at The Ohio Building/The Sycamore Winery or can be rented separately.

See website for photos and additional details on rooms. www.theohiobuilding.com

2nd Floor Rental

Features:

- Sleeps 20 guests
- 5 bedrooms (4 bedrooms with en-suite bathrooms and balconies)
- Theater
- Bridal Suite/Dressing-Activity Room with sleeper sofa
- Sauna
- Gourmet kitchen
- Private use of rooftop balcony with fireplace overlooking the city outside of tasting room hours
- Private use of living room and dining room outside tasting room hours
- Private use of billiard room outside of tasting room hours
- 5 dedicated parking passes for the adjacent parking garage for each night's stay

Full 2nd Floor Rental

Only available to rent 6 months out from rental date (first priority is given to those purchasing an All-Inclusive Package.)

2nd Floor Nightly Rate

Sunday - Thursday	\$715/nt.
Friday - Saturday	\$900/nt.

Check-in time = 3pm EST

Check-out time = 12pm EST (1pm EST with purchase of All-Inclusive Package)

Maximum number of overnight guests = 20 people (Guests not staying overnight are not permitted on property after tasting room hours each evening.)

FREQUENTLY ASKED QUESTIONS

FACILITIES

Who is responsible for cleaning up after my event?

Clean up is the responsibility of the client, besides packages that specifically state that clean up is included in the cost. Clean up includes trash removal into outside trash receptacles, mopping, sweeping, clearing tables, etc. Event spaces must be left clean and in the same condition as it was upon arrival. Caterers are always responsible for cleaning all areas they used, regardless if client purchases a package. A detailed checklist and information regarding clean up will be provided with contract. If the client does not wish to clean after their event, a cleaning fee can be assessed.

What time can I access the facility to set-up for my event?

This depends on if you purchased a package or booked only a facility rental. If no package is purchased, the time reserved is the time you have available to setup, hold your event, and clean up. If additional set-up time is needed for your event, additional hours can be reserved at a fee or it may be best to consider purchasing a package for your special event.

What all is included in the cost of the facility rental?

As stated above, all rentals include tables, chairs, table clothes (White Barn rentals only), use of kitchen for food prep (White Barn rentals only) and use of Tasting Room if outside normal business hours. China, glassware, and cutlery are not included in rental fee. These items are to be supplied by the caterer. Setup of outdoor tables and chairs are subject to additional fees unless included in a package. Setup and clean up, including trash removal to outside receptacles, is not included in the facility rental cost, unless stated in the package being purchased.

What types of decorations are NOT allowed?

Confetti, glitter, silly string, shedding feather boas, bird seed/rice (indoors), open flames and live animals (indoors), faux flower pedals thrown down the aisle outside (must be real flowers), large arbor structures that require an holes to be placed in ground, fake snow, and anything that can damage walls or beams are all items that are not allowed at The Sycamore Winery.

Is there adequate parking available for my event?

Yes, our paved and gravel parking lot will accommodate all large-scale events with 250 max capacity. Additional parking is available in the field for outdoor events exceeding 250 guests.

What type of music is permitted?

No vulgar or explicit music is allowed due to The Sycamore Winery being a family-friendly atmosphere. The volume of music must be kept at an acceptable level during the entire event. A band, dj, or artist must be preapproved by The Sycamore Winery prior to the event.

Is there audio/visual equipment available?

Televisions for slide shows or other use are available in the White Barn (no televisions available in the Tasting Room.) All events requiring music or microphone needs would need to work with an outside vendor (dj or band) to provide speakers, microphone or other sound equipment. Electrical power will be available for their use. The Sycamore Winery does not have a projector and screen, but televisions can be used for this purpose.

Is a security guard required for my event?

All parties after 5PM that have over 100 guests are required to have one (1) security guard per 250 guests. Cost is \$30 per security guard/hr. and will be included in contract.

I am having an outside ceremony or reception. What happens in the event of bad weather?

All outside ceremonies and receptions require a facility rental that will accommodate the size of the party. This provides an indoor facility readily available in the event of bad weather.

Are sparklers and/or fireworks allowed?

Sparklers are not permitted on The Sycamore Winery property. Fireworks are allowed if administered by a licensed and insured individual. All permits will need to be provided to The Sycamore Winery and local fire department must be notified in advance by the licensed professional providing the service. The licensed professional must be preapproved by The Sycamore Winery before any contract is signed to perform services here on the property. A dedicated location for the fireworks launch will be arranged in advance with the vendor. Due to inclement weather (either adversely dry conditions or rain), fireworks may not be permitted. The Sycamore Winery is provided rights to cancel all fireworks due to inclement weather or vendor not following all state requirements.

CONTRACTS AND PAYMENTS

What is required to secure my event date and rent one of the facilities?

All facility rentals require a non-refundable deposit due at booking to reserve date. Deposit amount required is 50% of the facility rental/package fee. Deposit amount will be applied toward the final rental fee. Payment is due in full no later than 60 days prior to event date. For bookings that occur less than 60 days from event require payment in full at time of booking. A signed rental contract is required for all facility rentals. No person under the age of 21 can rent the facilities or sign a rental contract. All rental pricing above does not include 7% Indiana sales tax and 8% Inn-Keepers Tax (for overnight stays only).

VENDORS, CATERING, FOOD/BEVERAGES

Can I use my own caterer?

The Sycamore Winery does not provide in-house catering, so you are free to work with any outside caterer of your choice, but the winery must first approve caterer before services are rendered on the property. We do require that a licensed caterer be used for parties over 50 people. All caterers must

be approved by The Sycamore Winery before the event and provide proof of insurance. Please inquire about using a non-licensed caterer for parties under 50.

What are the requirements if I plan to self-cater?

Self-catering is a difficult task when it comes for providing food for large parties, therefore self-catering is only allowed for those parties of 50 guests or less. The Sycamore Winery encourages clients to NOT self-cater, but in the event that a professional, licensed caterer is not hired, a liability waiver will be required insuring that the client and party responsible for providing food assumes all risks and responsibilities. In addition, it must be noted that The Sycamore Winery staff WILL NOT be responsible for prepping, warming, dishing, or handling any and all food items, regardless if a package is purchased. The client is responsible for both setup and cleanup of food, plates, napkins, silverware, and all others items associated with the food setup. The client is responsible for cleaning the kitchen if the kitchen was used for prepping and warming. The client is allowed a maximum of (2) large cookers. The Sycamore Winery cannot guarantee outlets or counter space for multiple crockpots or warmers. The client should plan for little to no refrigerator space to use for storing prepared food or leftovers. The Sycamore Winery will not provide the following: serving ware, utensils, bowls, platters, ladles, knives, drink dispensers, etc. in the event that the client fails to bring the appropriate items for self-catering. It should also be noted that cooking onsite is NOT permitted. All food needs to be cooked off-site and simply brought to the winery ready to be served.

Can you recommend local vendors?

Yes, a list of local vendors can be provided upon request.

Will we or the caterer have access to the kitchen?

Yes, for food prep only with rental of the White Barn or if you purchased kitchen facility rental separately. This means all food must come prepared (cooked or baked) prior to being delivered to The Sycamore Winery. You and/or your caterer will have access to the kitchen for storing, prepping, warming, and cleaning only. Refrigerator space is limited, so please prepare for little to no refrigerator space for storing prepared or leftover food.

Does the Tasting Room offer non-alcoholic drinks?

Yes, the tasting room bar serves non-alcoholic drinks such as tea, water, coffee and soft drinks. Other non-alcoholic beverages can be made available upon request for an event. Non-alcoholic drinks are available for purchase by guests or can be available as part of an open-bar option.

Is there an additional bar set-up or bartender fee?

No additional fee is required to use the tasting room bar, which includes wine and craft beer sales.

Can we bring our own alcohol?

No. No outside alcoholic drinks of any kind are permitted on The Sycamore Winery grounds (this includes the parking lot and all 60 acres owned by The Sycamore Winery). If outside alcohol is brought onto the premises, the alcohol will be confiscated by winery staff or security. The client is responsible for ensuring their guests do not bring outside alcohol onto the premises. The winery

manager or security on staff during the event have the right to ask guests to leave if outside alcohol become an issue during an event and have the right to end an event early if issues persist.

What are the bar package options?

During all events, the tasting room bar will be open for wine and craft beer sales and staffed with one of our helpful bartenders at no additional charge. Various bar options are available based on budget and need. Please see bar options above.

OVERNIGHT ACCOMMODATIONS

What all is included in my stay?

Each guest room includes bed linens, pillows, bath towels, and toiletries. All guest rooms, besides The Kaufmann Bedroom, include a mini bar area with sink and personal refrigerator. (1) parking garage pass is provided per room for duration of stay in the adjacent Sky Garden Parking Garage. Daily maid service is not provided unless staying 3 nights or more.

Can I host a party during my stay if I am renting the entire 2nd Floor?

Only guests that are staying in Casa Urbana are allowed on premises after tasting room hours each night. Events cannot be organized in the Casa Urbana during your stay without being arranged with The Ohio Building staff prior to your stay. For instance, although you rented the entire 2nd floor for two nights, you cannot organize a large class reunion in the 2nd floor ballroom on Saturday night at 8pm. An event such as this would require an additional rental contract and approval from The Ohio Building. The Ohio Building would then setup all tables, chairs, and linens for your rental just like they would any other rental of that space.

Do I have exclusive use of the 2nd floor during my entire stay?

The 2nd floor Sycamore Winery tasting room will be open to the public during your stay, so treat any space outside of your guest room like you would any other hotel stay where hallways, lobbies, and meeting rooms are shared by all. After tasting room hours, the entire 2nd floor plus the roof top terrace is exclusively used by those staying in the guest rooms, so if you rented the entire 2nd floor, it is all yours. You are welcome to use the living room, kitchen, courtyard, or roof top garden anytime during your stay, but it will be private and only for those staying onsite outside of those tasting room hours. Please see current tasting room hours on our website or Facebook page to get an idea of what that timeframe might be.