



## ***Wedding & Reception Contract***

Cubanisimo Vineyards would like to congratulate you on your engagement! We have a beautiful venue to offer you for your upcoming wedding. Our wedding site overlooks our estate vineyards as well as the Willamette Valley, with wonderful views of Mt. Jefferson and Mt. Hood. The reception area can seat up to 200 guests, with a beautiful dance area, palm trees, and a small pond.

As you read through our wedding and reception policy, know that we use this format to make sure all is clearly defined ahead of time. Once our mutual expectations are well defined, you can thereafter focus on having a magnificent, memorable event.

This contract confirms the agreement between \_\_\_\_\_ (wedding party name) and Cubanisimo Vineyards Inc. for the private use of Cubanisimo Vineyards' Wine Tasting Room and Estate Grounds subject to the following usage conditions:

Capacity: Outdoors: 200 max; Indoors: 40 max

Rates & Fees: Weddings less than 75 guests, \$3,000 for the first 6 hours and \$400/hour thereafter

Weddings of more than 75 guests, \$3,500 for the first 6 hours and \$500/hour thereafter

Minimum 6 hours. Clean up fee: \$250

The rate will be applied to rehearsals, setup, wedding, reception and takedown. Chargeable time begins when the Wedding Party requires access to Cubanisimo facilities, need the assistance of someone from Cubanisimo Vineyards, or when the Tasting Room must be closed down to the public, whichever comes first, and continues until closing down of the facilities to the Wedding Party, including clean up.

If the Wedding Party is renting a tent, arrangements can be made with Cubanisimo Vineyards to have the tent company setup the day before the event at no extra charge.

Deposit: \$500 deposit required at time of reservation.

Reservations are confirmed with the receipt of the deposit and finalized with the receipt of signed Wedding & Reception agreement. The deposit will be applied to the rates & fees upon contract

	fulfillment.
Amenities:	Cubanisimo Vineyards has tables and chairs for up to 100 people outside. The tables may also be used as gift or buffet tables. Tables and chairs other than those existing at the facility must be provided and removed by the Wedding Party. Any cost for display fixtures, lighting, sound equipment or other fixtures is at the expense of the Wedding Party. The Wedding Party is responsible for the setup and arrangement of any additional items not provided by Cubanisimo Vineyards (tables, chairs, linens, tents, flowers, lights, decoration, etc.)
Catering:	Catering is to be provided by the Wedding Party. Catering party is expected to take everything they brought with them when they leave. Equipment available for the caterer includes sink, refrigerator, stovetop oven, a water hose, and electrical outlets. Plates, glasses and utensils are to be provided by the Wedding Party. Please see the last page of this agreement for list of vendors. Keep in mind, Cubanisimo vineyards does not require you to choose a specific vendor, this is solely for your convenience.
Beverages:	<p>All alcoholic beverages are to be provided by Cubanisimo Vineyards. No outside alcohol or liquor is permitted. Wedding Party must notify Cubanisimo Vineyards of specific requests such as champagne, beer, or soda at least 4 weeks prior to the event. Alcoholic beverages are limited to beer and wine. The Wedding Party or Catering Party may provide non-alcoholic beverages.</p> <p>There is a minimum purchase requirement of 1 case of Cubanisimo Vineyards wine for every 50 guests. Cost of wine is at the published retail prices. After the minimum is met, Cubanisimo Vineyards can offer a no-host bar or an open bar.</p> <p>Kegs start around \$170 and increase based on beer selected. There will be a \$125 service charge assessed for all keg rentals to cover the OLCC approved server and delivery fees. In addition, there will be a fee of \$150 per kegerator.</p>
Final Payment:	Due at the end of the reservation period. Final amount due will include rental fee, beverages, table and chair rental fees, and clean up fee, minus the \$500 deposit.
Refunds:	Full refunds are granted if notification is given at least 6 months prior to the event. 50% refund if notification given within 6 months of the Event.
Right of Entry:	The Estate House Grounds are available only for the wedding ceremony, no other private party usage permitted. Receptions and weddings are permitted at the Tasting Room area. Limited use of the Estate House is allowed, but will be restricted to predetermined members of the Wedding Party only. Guests of the Wedding Party are

not permitted inside the Estate House. Restroom facilities are available at the Wine Tasting Room for your guests. The Estate House access is strictly restricted to the bride and grooms' dressing rooms and hallways leading to them. Access to the Estate House ends 1 hour after the ceremony and all personal items need to be removed at that time.

**Insurance:** Wedding Party must provide a Certificate of Liability Insurance with an occurrence coverage limit of at least \$1,000,000 listing Maurice Collada Jr. and Cubanísimo Vineyards Inc. as Certificate Holders on the day of the event. Certificate must be received 7 business days prior to the event. Your Homeowners Insurance Agent can typically provide this.

**Damages:** Wedding Party is responsible for any damage to facilities, amenities, and equipment that occurs during the event, or as a result of the guests at the event.

**Parking:** If Wedding Party expects over 50 guests, a parking director must be present during the arrival period. The Wedding Party must provide the parking director.

**Alcohol Consumption:** Oregon State Law prohibits the service of alcohol to any visibly intoxicated person. Cubanísimo Vineyards' bartenders will not serve alcohol to anyone who appears to be intoxicated. No one under 21 is allowed to consume alcohol. Cubanísimo Vineyards is required by state law to check the ID of anyone who looks under 26. Cubanísimo Vineyards reserve the right to stop alcohol service if out of control drinking occurs. Examples include alcohol consumption by minors, consumption of unapproved alcohol, self-service by guests or unapproved vendors, consumption by intoxicated individuals, abusive, argumentative behavior by guests, damage to property, theft, etc.

This policy is designed to protect you and your guests. Cubanísimo Vineyards is in no way responsible for the actions of any guests or clients at any time. Cubanísimo Vineyards is not responsible for any illness, injury or death on or off the premises as a result of alcohol consumption or any other reason.

**Patio & Garden Area:** The Vineyard has seating for up to 100 people utilizing the Tasting Room bistro tables and chairs that seat 4 people each. The Wedding Party is responsible for the setup of the provided tables. Additionally, there is one barrel table with a glass top located on the patio that can be used outside only, as well as 4 wine barrel tables with seating for up to 20 inside only. Seating arrangements should be communicated with Cubanísimo Vineyards 14 days prior to the event.

If you are planning on renting a tent, the recommended tent size is 20x30. Please see diagram at end of packet for more details.

## Wedding Party Information

Full Name of Bride & Groom:

Name(s) of Responsible Person:

Phone:

Contact Email:

Mailing Address:

Event Date:

Estimated Time:

Estimated Guest Count:

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### Facilities to be used for the Wedding and/or Reception

Estate House and Grounds: \_\_\_\_\_

Wine Tasting Room: \_\_\_\_\_

Garden: \_\_\_\_\_

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### Additional Information

Coordinator Name & Phone:

Caterer Name & Phone:

Photographer Name & Phone:

**Additional Contacts:** List the Name, Phone, and role in the event (florist, dj, etc.)

- 1.
- 2.
- 3.
- 4.

**Wine, Beer, Sparkling and Non-Alcoholic Beverages** to be provided by Cubanísimo:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Kegeator Needed: \_\_\_\_\_ Quantity: \_\_\_\_\_

## Right of Entry

List the names of people who will have access to the Estate House. Right of Entry is limited to the Bride & Grooms' dressing rooms and hallways leading to them. If more room is required, please attach additional pages, subject to the approval of Cubanísimo Vineyards.

- |    |     |
|----|-----|
| 1. | 9.  |
| 2. | 10. |
| 3. | 11. |
| 4. | 12. |
| 5. | 13. |
| 6. | 14. |
| 7. | 15. |
| 8. | 16. |

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## Payment Information

Deposit Due: \$500    Check is deposit is completed: \_\_\_\_\_

Circle Method of Payment:    Check/Money Order    Visa    Mastercard    Amex

Please complete the following, **even if paying by check or money order:**

16 Digit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address:

\_\_\_\_\_

Signature of Cardholder:

\_\_\_\_\_

Date: \_\_\_\_\_

If check or money order, **make payable to Cubanísimo Vineyards** and please enclose with signed contract. Credit card is required to be on file. Final payment due with cash or card.

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## Special Requests

This section outlines any specific items we have agreed to that are not addressed in the body of this policy:

### **Rates for Facility Rental**

\_\_\_\_\_ \$3,000 for the first 6 hours and then \$400/hour thereafter  
\_\_\_\_\_ \$3,500 for the first 6 hours and then \$500/hour thereafter

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### **Signature Required**

By signing this, I accept the terms and conditions outlined in this Wedding & Reception Agreement, and that I am responsible representative on behalf of the Wedding Party.

Signature of Wedding Party Representative: \_\_\_\_\_ Date:  
\_\_\_\_\_

Printed Name of Wedding Party Representative: \_\_\_\_\_ Date:  
\_\_\_\_\_

Signature of Cubanísimo Vineyards Representative: \_\_\_\_\_ Date:  
\_\_\_\_\_

**Please complete and return this to Cubanísimo Vineyards as soon as possible to secure your special date.**

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**Mail to:** 1754 Best Rd. NW  
Salem, OR 97304

**Fax to:** 503-485-4895

**Scan/Email to:** [Vino@CubanismoVineyards.com](mailto:Vino@CubanismoVineyards.com)

*If you have any questions, please call us at 503-588-1763*

**Misc. Rental Items Available at Cubanísimo Vineyards**

Tables	\$9
Table Umbrellas	\$25
Microphone	\$25
Propane Heaters	\$50
Wine Barrels	\$25
Ice	\$8

\*Custom Wine Glasses available upon requests

**\$250 Charge if we have to remove our tables and chairs from the venue**

## **PREFERRED VENDOR LIST**

*While we don't require you to use any specific vendor, here are some resources for your convenience.*

### **CATERING**

#### **Firepit Wandering Kitchen**

Contact: Rebecca  
Rebeccafineran@firepitkitchen.com

#### **Wild Pear**

Contact: Jessica Ritter

#### **Café Today**

Contact: Bill Leisses  
503-930-2071

#### **Louistic Catering**

Contact: Daryl Gossack  
503-364-6042

#### **Willabys Catering**

503-3711-7815

#### **Pura Vida**

Contact: Ricardo Antunez  
503-687-2020

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### **RENTALS**

#### **All Star Rentals**

Contact: Don Stueve  
503-585-9408

#### **A to Z Rentals**

503-585-7782

#### **Capital Rental**

503-378-1122

**Crossroads Rental**

503-339-0624

**For The Love of Pete**

503-391-8113

