

Mountain View Vineyard Event Contract



Event Name:
Date:
Time:
Function Space (<i>tasting room or tent</i>):
Estimated Headcount:
Contact Name:
Phone:
Email Address:
501c3 #:
Event Manager:
Guest Liaison:
Additional Details:

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between **Mountain View Vineyard Inc.**, Hereinafter referred to as "Property" and _____ hereinafter referred to as "Client" and outlines specific conditions and services to be provided.

Tasting Room & or Covered Porch

Tasting room holds up to 60 people, porch holds up to 130 people.

This area cannot be rented during normal operating hours. It may only be rented during closed hours. No exceptions. Set up for these events can start one hour prior. The event fee does not include wine, food, or gratuity. We do not host weddings, or wedding receptions.

Available Times *(blackout days may apply)*

November – May:

- Sundays 6pm-10pm
- Tuesdays 6pm-10pm
- Wednesdays 6pm-10pm
- Thursdays 6pm-10pm
- Fridays 6pm-9pm

Events are not permitted on Mondays or Saturdays

June-October:

- Sundays 6pm-10pm
- Tuesdays 6pm-10pm
- Wednesdays 6pm-10pm
- Thursdays 6pm-10pm
- Events are not permitted on Mondays, Fridays, or Saturdays

Pricing: \$200 per hour plus 6% sales tax and 20% service charge with Mountain View Catering options available

Included:

- A beautiful event space.
- Standard tables & chairs, glassware, napkins, plates and plasticware. Table linens are NOT included (You may bring your own linens, or you can call The Party Shack 570-839-8560)
- A Bartender to provide your guests beverages.
- A Guest Liaison is available for purchase at \$100 an hour. The Guest liaison can help with set-up, clean-up & operations during your event. (If this option is not selected, you will not have access to any staff to assist with the items above as they have their own responsibilities)

Food Options:

- Mountain View Food
 - Please refer to Mountain View Catering Menu
 - Servers/ bussers will be provided.

**No outside food & beverage is permitted on property*

Marquette Event Tent

Holds up to 125 people.

Set up for these events can start one hour prior. Saturday events must be finished by 1:00pm, completely cleaned up by 2 pm. The event fee does not include wine, food, or gratuity. We do not host weddings, or wedding receptions.

Available Times *(blackout days may apply)*

November – April: NO availability.

May-October:

- Sundays 9am-10pm
- Mondays 9am-10pm
- Tuesdays 9am-10pm
- Wednesdays 9am-10pm
- Thursdays 9am-10pm
- Fridays 9am-10pm
- Saturdays 9am-1pm and 5pm-10pm

Pricing: \$200 per hour plus 6% sales tax and 20% service

Included:

- A beautiful event space.
- Standard tables & chairs, glassware, napkins, plates and plasticware. Table linens are NOT included (You may bring your own linens, or you can call The Party Shack 570-839-8560)
- Bartenders to provide your guests beverages.
- A Guest Liaison is available for purchase at \$100 an hour. The Guest liaison can help with set-up, clean-up & operations during your event. (If this option is not selected, you will not have access to any staff to assist with the items above as they have their own responsibilities)
- 2 fire tables located outside of the tent.
- Standing propane heaters for rent: \$25 each

Food Options:

- Mountain View Food
 - Please refer to Mountain View Catering Menu
 - Servers/ bussers will be provided.

**No outside food & beverage is permitted on property*

SIGNED CONTRACT AND DEPOSIT

The arrangements described in this agreement are being tentatively held until _____. If we do not receive a signed copy of this agreement and the non-refundable deposit of \$_____ by this date, all function space tentatively being held will be released and neither party will have any obligation to the other. An extension of this date must be agreed to in writing.

The deposit that is made will be held as a retainer should any additional clean-up be needed at the conclusion of the event. If the event space is left in it's original, clean condition by the client following the event, a refund for the \$_____ will be issued by the property within 7 days after the event date by check or credit.

PAYMENT

Deposits and final payments may be made by credit card, check or cash. Final payments are due 14 days prior to the event date.

Checks Payable to: **Mountain View Vineyard Inc.**

Mailed to:

Mountain View Vineyard Inc.

Attn: Event Manager

2332 Walters Road

Stroudsburg, PA 18360

501C3 ORGANIZATIONS:

Event field, tent or space fees will be donated by Mountain View Vineyard.

The following documents are required: a copy of bylaws, articles of incorporation, board of directors, a certificate of insurance, and a copy of their small games of chance license if applicable.

CANCELLATION

Weather: Tent cannot be canceled due to rain, as sides can be put on the tent for protection. If severe weather is present Mountain View has the right to cancel at the last minute. In the event of a cancellation by the Client, the deposit will be forfeited in full. If the cancellation takes place 30 days or more before the event date, any additional payments that may have been made towards the event will be refunded to the client.

Policies and Procedures

SECURITY

- Mountain View Vineyard Inc. and staff will not assume any responsibility for lost, stolen, or damaged items or equipment left on property following your event.
- All music events must conclude by 9pm
- All events must end by the contracted end time unless prior approval has been granted. Approval may result in additional labor charges.

DAMAGES/DECORATIONS

- Client agrees to be responsible for any damage done to the premises, equipment, or other guest's property or equipment during the period of time which they are under your control.
- Unless otherwise agreed to in writing, all decorations shall be the sole responsibility of the client and shall be approved in writing in advance of the event by the Event Manager. Use of confetti, glitter, sprinkles, straw, silly string or any other decoration requiring attachment to a fixed surface or extraordinary clean up requires prior written approval by the property and, in its sole discretion, may require the payment of an additional clean-up charge. All illuminating decorations must be UL approved and flame retardant. No

decorations or any type of wire or card are permitted to be hung, tied or draped on any light or fixture of the property. Candles must be glass-enclosed. Sparklers or any other type of firework are strictly prohibited.

- Clients are permitted on property a maximum of 1 hour in advance before the start of the event and a maximum of 1 hour after the end of the event to remove décor and items.
- Event space must be restored to its original state at the conclusion of each event.
- If additional clean-up is needed at the conclusion of an event, a clean-up fee of up to \$300 may be charged to the client at the discretion of the property. In this case, the initial deposit will not be returned to the client.

Force Majeure

Neither party shall be liable in damages for any default in performing hereunder if such default is caused by conditions beyond its control including, but not limited to Acts of God, acts of terrorism that directly prevent travel to property, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

Responsibility

Performance of this contract is contingent upon the ability of management to complete the same, and is subject to the following: accidents: Governmental (federal, state or municipal) requisitions, restrictions upon travel, transportation, food beverages or supplies: and other causes whether enumerated herein or not that are beyond the control of management which prevents or interferes with contract performance and/or compliance. In no event shall the property be liable for loss of profit or other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty or otherwise.

Terms and Conditions

This event is subject to the cancellation policy printed on the contract. Function space rental (or lack thereof) is based on planned attendance and may, at the sole discretion of the property, be adjusted due to changes in final guarantee. A service charge of 20% applies to all food, event charges and beverage packages. Sales tax of 6% applies to all food, beverages (alcoholic and non-alcoholic), rentals, etc.

The above information is an agreement between Mountain View Vineyard Inc. and Client. I have read the attached Contract, along with the property's Policies and Procedures printed above, and agree to the terms and conditions as well as any terms and conditions on any contract addendums which I may sign.

Client Approval:

Property Approval:

Name (printed)

Name (printed)

Title

Title

Signature

Signature

Date

Date

***All prices & logistics are subject to change.**