



FORSEE VINEYARDS & WINERY

18165 North 4th Ave.
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www.forseevineyards.com

FORSEE VINEYARDS & WINERY EVENT CONTRACT

Thank you for choosing Forsee vineyards & Winery for your special event. In order to ensure all goes smoothly, this agreement is to clarify what we are able and not able to provide.

Date of Event: _____
Date Contacted: _____
Times of Event: _____
Type of Event: _____
Number Attending: _____ **Place:** _____
Contact Person: _____
Phone & Cell _____
Address: _____
Rental Fee _____

******Rental fee does not include beverages, glassware or bartenders******

50 % Deposit: _____ **(non-refundable) Deposit payment due in full at contract signing. Balances are due in full one day prior to event.**

Signed agent for Forsee Vineyards & Winery: _____ **Date** _____
Signed Rental Client: _____ **Date** _____

By signing this page, I agree to the terms of this contract specified on pages one through six of this agreement.

Initials _____

Our services: We are here to schedule your event and coordinate with you or your designee the areas you will need to set up, the times of your event, the pricing for the number of people attending and information about catering and other services you may need to make your event a success.

Event Booking and Contracting: Once you have met with or contacted us, you will receive your contract from us. We strongly urge you to meet with us to discuss and sign the contract and pay the deposit within 30 days of receipt of the contract. If your group's contract and deposit are not received within 30 days AND you do not contact us, your date may be released and given to another group. If you cancel your event less than two weeks before the event, you will be responsible for the entire fee.

Payment: A 50% deposit of the cost of the facility rental and amount of contracted liquor will be paid at time of signing of the contract. The payment of all other fees must be paid for one day prior to the event. Events could be cancelled if payment is not received at this time. Any additional bar charges incurred during events must be settled at time of purchase. We do not bill after events are completed. We accept cash, checks and credit cards.

Event Times: Events are scheduled and priced according to the number of people attending, the number of hours and the amount of alcohol purchased. We do not have any events beyond 10 pm. Set-up for events by outside parties must be done during normal business operating hours and are part of rental times; if this is a problem; special arrangements must be made and approved prior to the day of the event. **No one should be on the grounds before 11 am without special permission.**

Changes to Events: Once you have contracted for a specific date, time and number of guests, you will be responsible to notify us 60 days prior to the date if you must change the time or number in the group. If changes are made less than 60 days prior to the event, you may be required to pay the original price of the event if it was higher and your event is decreased in size or it is moved to a time when we would have booked another event. Please understand because of other scheduled groups or events changing the time/date of an event may not be possible. If you cancel a scheduled event less than two weeks before the event, you will be required to pay the entire amount of the event.

Initials_____

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Food storage: We do not provide preparation areas, refrigerated or heated storage for foods you or your caterer brings onto the premises for your event. Food should be brought ready to serve.

Beverages: All beverages, wine, beer, soda and water must be purchased from us.

No outside beverages other than the Catering Company furnishing Iced Tea or Coffee are allowed. **Any outside alcoholic beverages will be confiscated and not returned. We are licensed exactly like a bar and are the only entity that can distribute alcohol on our premises.**

Use of Grounds and Facility: This is private property and is open only during business hours. The grounds are not open outside of scheduled business hours. Should you need to meet with a caterer, florist, etc., outside of our scheduled business hours, we will work with you to schedule a time that will work best. We are happy to host your event and want to make it a success but this is a working vineyard and winery and we appreciate advanced notice.

Business Hours: We are open Thursday through Sunday from 12:00 until 10 pm during Daylight Savings Time and during winter, Thursday through Sunday from 12:00 until 8 pm.

Underage Drinking: We have a zero tolerance policy for underage drinking as per Illinois State law and we will enforce the legal drinking age of 21. If we find underage guests are being given alcoholic drinks by family or friends, those giving drinks to minors and the minors will be asked to leave. Please understand this is the law and it will be applied to all event guests-even members of a wedding party may be asked to leave if this should occur.

Right to Refuse Service: We reserve the right to refuse service of alcohol to any person we deem to be inebriated. We may also call a cab to go home in, at their expense, if they are driving a vehicle or ask a member of their group to take them home. We want to provide a safe and fun event for everyone and picking up a car the day following the event is a small inconvenience for a friend's safety. **Please let us know the name of the person in advance that is a designated driver for your group.**

Conduct: In the effort to provide an enjoyable safe environment for all our guests, we reserve the right to ask guests to leave that are wearing indecent attire, exhibit nudity, behave violently, vulgarly or offensively toward others. The police may be asked to intervene at our discretion and no refunds will be granted if a group is asked to leave because of these issues.

Decorations: No nails or staples can be used on the facilities. No tape can be used on painted walls. Decorations must be approved prior to the event. We reserve the right to refuse any event or inappropriate decoration.

Live Music: We are open to the public for live music performances on some Friday and Saturday evenings and some Sunday afternoons. Unless you have paid extra to rent the entire property in addition to the cost of your normal event pricing, the entire facility is open to the public during your event. We are open to the public during weddings.

Cleaning Deposit and Clean-up of Grounds: We pride ourselves on having a clean environment for the enjoyment of all our guests and ask that you use the trash cans and ashtrays provided for your group. We may require a refundable check deposit of \$100 that will be returned following the event. This fee will cover cleaning if necessary or if there is a large amount of trash or cigarette butts on the ground in or around your private tent area. All non-biodegradable items for example: balloons, plastic ties, cigarette butts, bubble blowers, bottle screw caps, broken glass must be picked up.

Event and Special Wedding Information

Bridal Changing Tent: If you feel your bridal party needs a private changing area, we suggest you rent a 20x20 tent with closed sides for this purpose.

Wedding Rehearsals and Dinners: We will schedule with you when you will have your wedding rehearsal. If it is on an evening when we have live music, we will schedule your rehearsal to end at least an hour before the band arrives to set up for the music performance.

Wedding Coordinator: If you are using a wedding coordinator, we need that person's name and contact information so we are all coordinating together and the wedding day goes smoothly.

Times: Our weddings are scheduled at certain times and we will work out the time available on the date you choose.

Marriage License: We are located in Montgomery county so be sure you obtain your license at the Courthouse in Hillsboro, the County Seat, if you are being married on the premises.

PRICING SHEET

BALCONY: \$50 PER HOUR

Includes tables and chairs (seating for thirty persons), 8 ft table for food service, available electricity. We do not provide food preparation areas, refrigerated or heated storage for food. Food should be brought ready to serve. Bar service at tasting bar with refundable glass deposit of \$3 each. The minimum wine purchase is 1 bottle for each 4 people in your group. A clean-up deposit check of \$50 may be required, refunded at the end of the event at our discretion. The area will be closed to public access until the scheduled end time of your event. Setup and clean-up are your responsibility and are included in rental time.

PAVILION: \$100 PER HOUR

Includes table and chairs (seating for up to ninety persons), available electricity. We do not provide food preparation areas, refrigerated or heated storage for food. Food should be brought ready to serve. Private bar service in your area can be arranged at the cost of \$50 per bartender. Minimum wine purchase is 1 bottle for each 4 people in your group. A clean-up deposit check of \$100 may be required, refunded at the end of the event at our discretion. The area will be closed to public access until the scheduled end time of your event. Setup and clean-up are your responsibility and are included in your rental time.

The above is rental fee for the specific area only. \$3 is charged for each wine glass and is refunded only after counting at the conclusion of the event.

For larger groups, we suggest the rental of porta-pot services with charges to be determined at contract time.

We suggest that any organized group function that exceeds 20 be booked in advance. Rental of the facilities is advised to ensure seating.