



Event Space Rental Agreement and Contract

Event Date: _____ Setup Time: NA Start Time: _____ End Time: _____ Wrap Time: _____

Event Name: _____ # of Guests: _____

Clients(s)/Corporation: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Contact: _____ Company: _____

Primary Phone: _____ Alternate Phone: _____

Email Address: _____

Notes:

RENTAL FEE

- _____ for 1-day rental. Enter TBD if unsure.
- The greater of \$500 or 50% of Venue Fee is due with execution of contract to book venue (deposit).

Payments should be made to DOGPATCH WINEWORKS. Cash, check and major credit cards are accepted.

CANCELLATIONS

If an event is cancelled, the client forfeits the entire venue fee unless the venue is re-rented for the same date, amount and period, in which case the fee will be refunded with Dogpatch WineWorks retaining a \$500 administrative fee. If the venue is not re-rented, the balance of the fee is due 30 days before original date.

I have read and understand the guidelines and rental agreement. Any additions, deletions, or revisions must be made in writing and approved by both parties. This agreement constitutes the extent of Dogpatch Wineworks obligations, and I agree to abide by its terms and conditions.

Acknowledged, agreed and authorized by primary contact/renter: _____ Date: _____

Acknowledged, agreed and authorized by DOGPATCH WINEWORKS: _____ Date: _____



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RENTAL INCLUSIONS

Access to designated winery event space including use of main Third street entrance and use of one service entrance on Illinois Street.

CATERER

Food for all events must be prepared in a professional health department approved kitchen. All caterers must have a business license, servsafe certificate, and carry worker's compensation insurance.

ALCOHOL BEVERAGE

DPWW has a Type 02 Winegrowers Alcoholic Beverages License that allows the sale and service of wine made within our facility. Event guests must be 21 years of age to consume any alcoholic beverage, Valid I.D. will be required. Dogpatch WineWorks staff reserves the right to refuse serving alcoholic beverages to any guests.

Winery staff is required for service at a rate of \$35 an hour per server during the course of the event.

DECORATIONS

All decoration arrangements from flowers to balloons, etc. must be approved and planned through our event director. Renter shall remove all personal property, trash, and other items that were not present in the venue when Renter took control of it. No confetti, glitter, hay, rice or other grains allowed.

MUSIC

The winery reserves the right to have their representative monitor the volume of the music during an event.

CHILDREN

All children must be supervised at all times to ensure their safety and wellbeing and to avoid any possible damage to the winery facility.

INDEMNITY

The renter shall indemnify, defend and hold harmless Dogpatch WineWorks and its respective officers, employees, agents, contractors, guests and third parties, from all liability, loss, damages or expense, including legal fees, resulting from injury (including sickness, disease or loss of life) to any person, or damage to any property, which either directly or indirectly results from the creation, coordination and management of the event. This indemnity shall survive the termination or expiration of this Agreement.

LIABILITY

The renter assumes full responsibility for any injury, theft, loss or damages to its guests, to the guest's property, to the winery or the winery property, or to any third person.

ADDITIONAL NOTES

Renter agrees to secure event insurance **WAIVED**

Renter assumes cleaning fee (as included in estimates) to be billed by DPWW

Renter assumes server labor to be billed by DPWW with number of servers determined upon final event design

Renter assumes payment of security through ACE Security; one guard checking ids and providing general security at \$45 an hour with a minimum of four hours; DPWW to provide account contact. **(Evening Events over 50 guests only)**

Contract/Renter Initials: _____ Date: _____