

Lincoln Way Vineyards

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www.lincolnwayvineyards.com

Lincoln Way Vineyards is where we want you to *Find Your Wine Time*®. While our primary mission is managing our vineyards and producing high quality and award-winning wines, we also enjoy the opportunity to share our facilities with you and your guests in a private setting. We look forward to scheduling your party with us!

The Tasting Room, Production Space and Event Center Rental Policies

The Production Space and Event Center is available for rental seven days a week while the Tasting Room is available only when outside normal operating hours. By signing below, you will be required to comply with the following policies, procedures and requirements. Please be sure to read them carefully before signing the contract. Of special note, the winery is open year round to the public Thursday 12-9, Friday 12-9 and Saturday 11-9, these hours will be honored to our customers unless otherwise specified in the agreement.

RENTAL TERMS

Rental Period	Billed hourly - Rental period must be established in advance
Rates (does not include gratuity)	<ul style="list-style-type: none">• Tasting Room \$75/hour during off hours. (Closing Tasting Room is on a case by case basis and fee will be TBD based on date and time.)• Production Space \$75/hour.• Tasting Room and Production Space combined \$150/hr during off hours, TBD during normal business hours.• Event Space \$200/hour or \$2500/day (8am-11pm)• Outdoor Picnic Space fee is determined by date and times (range \$100-\$1000/hr.)

- Rental periods include all setup and cleanup for you and your caterer.
- Payment for wine and cider served at the event must be made that day. An automatic 15% gratuity will be added to the final bill or tabs opened at a cash bar arrangement.

Deposits and Fees

- **A non-refundable** deposit of 50% of the expected rental fee is required to hold the date requested. This deposit shall be applied to the balance of the rental contract. The remaining balance is required on or before the rental date.
- Repairs and clean-up cost are your responsibilities, and if not completed, will be billed to you at \$50 an hour.
- **You, your guests and your caterer cannot arrive prior to your starting rental time. If the rental exceeds the time period detailed in the contract, the additional time will be your responsibility and shall be billed in half-hour increments.**

Rental Facilities

- The Tasting Room has up to 40 chairs, 8 – 36” round tables, 2 – 3x2 rectangular tables and two couches.
- The Production Space can accommodate up to 50 chairs with any combination of 36” round tables and up to 8 – 2.5’x8’ rectangular tables. Configurations depend on production cycle and how tanks can be arranged.

- The Event Center has 24 rectangular dining room type tables of various sizes and 200 chairs included with the rental. Additional chairs, 6' round and 8' rectangular tables are available for rent. The games/game tables, pool table are available for use if desired. However, under no circumstance will the pool table nor white table by entryway be moved! Moving either table will require repairs and a minimum \$100 fee will be assessed.
- If dancing is expected during the event, a dance floor must be rented due to noise transfer to other areas of the building.
- Lincoln Way Vineyards will provide wine glasses for on-site use at no additional charge. If souvenir logo glasses are desired as a party favor, they can be purchased as part of the wine package. *Custom logo glasses are available for your event with sufficient lead time. Cost depends on number of glasses and glass style.*
- Any special arrangements must be detailed in the rental contract.
- In the case of weddings, we have staff members available to consult on setups, decoration ideas and to assist with decoration at \$30/hr. They are available by appointment and specified in the agreement.
- The attendance of more than the capacity of the selected space without our prior approval will permit us to immediately terminate the rental and remove you and your party from the premises.

Smoking Policy

- The entire winery is a non-smoking area. Smoking is permitted outside in the parking lot only. This policy is strictly enforced.

Food Service

- There is not a full-service kitchen on the premises. We will not provide plates, utensils or napkins. We can provide a list of caterers for your reference. **You may contract with any licensed caterer (preferred) or provide your own food.**
- In the case of a foodborne illness, Lincoln Way Vineyards will not be held responsible for your selected food provider's improper food handling, preparation, serving and storage.
- Grilling is only permitted by an insured caterer using a propane grill and in compliance with food codes.
- Your caterer must provide proof of current liability insurance coverage, including a policy renewal date.
- **Setup and cleanup time must be included in the rental period indicated in the contract.**
- Early arrival or departure time shall be billed to you.
- It is your responsibility to notify the caterer of the regulations laid out in this document.

Wine and Hard Cider Service

- We will provide a staff member to serve wine and hard cider. For planning purposes, figure five full glasses per wine bottle or 60 full glasses per case. We can assist you in selecting wine and hard cider.
- You have the option of a full service, limited service (i.e. only small selection of wines/ciders served) or cash bar. This will be in the agreement.
- **The winery does not guarantee the selection of wine and cider available for the rental. To ensure the necessary selection of wine and beer for the rental, it is recommended to purchase in advance, and we will hold for your date.**
- We do not have ice on the premises for non-alcoholic beverages. If you wish to have ice, please contact us to make arrangements (for an additional charge) or you may bring your own.
- In accordance with state law, we will not serve any guest who in our sole judgement appears to be intoxicated, nor will we allow any wine or hard cider to be served to minors who may be in your group.
- Due to the limits of our state winery license, no other alcohol is permitted on the premises (including parking lots and grounds), nor is the sale of alcohol on Sunday. **Bringing any other alcoholic beverages on the grounds is illegal**

and will be considered a breach of the rental contract. Any such breach will result in you and your guests being required to leave immediately.

Decorations and Entertainment

- The rental space may only be decorated in a manner that, in our judgement, does not damage the facilities.
- **No confetti or similar substances will be allowed.** Candles may only be used with glass globes. Please consult with us in advance regarding decorations to avoid problems.
- Free MCTV Wi-Fi is available for your streaming service if needed or for computer internet access.
- You may hire appropriate entertainment for your event if you choose. Please notify us if you do. **All live and/or loud music must end by 9pm** due to proximity to neighbors.
- We reserve the right to remove or modify any aspect of decorations or entertainment that we, in our sole judgement, feel poses a safety risk or nuisance to your guests, our neighbors or the general public. We also reserve the right to modify or remove any decorations or entertainment that any of our employees believe is inappropriate.

Cleanup

- You or your caterer will be responsible for cleaning up at the end of the festivities. Tables must be completely cleared, and decorations removed. Unless otherwise directed, trash shall be taken to the dumpster in the parking lot. Trash bags/cans will be provided.
- We will be responsible for washing the wine glasses. The winery staff will vacuum/sweep the area after the event.
- You will be responsible for paying for any of the above cleaning (if you fail to perform it yourself) as well as any non-routine cleanup following a rental. Such charges will be billed to you at the rate of \$50/hour.

Unruly Guests

It is hoped that all guests exhibit appropriate behavior at the winery; however, it is understood that even small amounts of alcohol can cause some to exhibit poor behavior. Winery staff have the right not only to refuse service to anyone exhibiting unruly behavior, they also have the right to request them to leave in order to protect the event and winery property. If a guest continues to behave improperly, will not leave the premises, exhibits violent behavior, threatens harm to another guest or staff member, **law enforcement will be called, and their decisions will be final.** If law enforcement is required, an additional \$100 charge will be added to the final bill. This charge will be used to pay any service fees that may be charged. If no fees are charged by law enforcement, the extra charge will be donated to the Wayne County Sherriff's Explorers Chapter. If you expect that there may be issues at your event (i.e. family feud at a wedding) you may, and are encouraged to, hire private security at your expense.

I/we understand and agree to the above requirements and wish to hold our event at Lincoln Way Vineyards on _____.

I/we wish to book the (circle one) *Tasting Room Production Space Combination Tasting Room and Production Space Event Center*. I/we desire to rent the space for the times of _____ to _____ for a total of _____ hours.

We desire the following special arrangements or set ups for our event (i.e. picnic space, winery closing, use of special winery owned décor, cash bar set up)

I/we desire assistance in planning our event (circle one) *yes no*

I/we desire assistance in setting up and decorating for our event *yes no*

Based on the above requests, the rental fee will be \$_____ of which a 50% non-refundable deposit in the amount of \$_____ is due upon signing this agreement. The deposit will be credited to the final rental bill on the day of the event. Any additional items, planning/decorating assistance and remainder of the rental fee will be due the day of the event.

_____ and _____
Renter(s) Printed Names

_____ and _____
Renter(s) Signatures

For Lincoln Way Vineyards

_____ Deposit paid when initialed by LWV staff