

Facility Rental Contract

Renter's Name: _____

Address: _____
Street City State Zip

Email: _____

Contact Number: _____

Purpose of Rental: _____

Rental Areas: _____

Event Date: _____

Event Time: _____

Set Up Time: _____

Number of Guests: _____

Total Rental Fees: _____

Deposit Fee: _____

Booking Date: _____

Caterer's Name: _____

Please Initial _____

Credit Card Authorization Form

Current Date: _____ Event Date: _____

First & Last Name: _____

Phone Number: _____

Email: _____

Method of Payment

_____ VISA _____ MASTERCARD
_____ DISCOVER

Name as it appears on the card: _____

Credit Card Number: _____

Expiration Date: _____ CVV: _____ (3 digits on back of card)

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Base Rate: _____ Tax %: _____ Total: _____

By signing this form I hereby authorize Barren Ridge Vineyards to charge this credit card in the amount of \$_____, as a form of payment for the contracted event and hold the card number on file as the form of security deposit.

Please Print Cardholder's Name

Date

Signature of Cardholder's Name

Date

Facility Rental Contract

Rental Dates

1. April through October, the entire facility must be rented when obtaining a Friday, Saturday, or Sunday date for an event.
2. Barren Ridge Vineyards conducts harvest during the months of August through November. The lower part of the patio (the “crush pad”) may not be available for event activities during this time.

Rental Fee's

1. Renter agrees to pay stated rental price in full. 50% of the rental price is due when signing this contract. The **50% deposit is non-refundable**. The remainder due for rental is due two weeks prior to the event date stated on this contract.
2. Fourteen days prior to event a credit card number will be taken and kept on file for the security deposit. Should damage occur, the renter is notified and asked to attend a meeting with the owners for a discussion of the damaged areas.
3. Should a parking attendant be requested for the event, payment must be provided fourteen days prior to the event. The parking attendant will give direction to guests attending the event as where to park. The parking attendant will be onsite one half hour prior to the event. The cost is \$20 for a parking attendant.
4. Facilities must be used for stated purpose of the rental.
5. This contract must be returned and signed for rental to be valid.

Hours

1. Barren Ridge Vineyards will close the Tasting Room and Patio no earlier than 4:00pm. During stated hours the winery will stay open for business to the public.
2. All appointments for planning leading up to event must take place during normal business hours, unless scheduled with Event Manager.

Rented Areas & Set Up

1. Barren Ridge Vineyards will provide tables and chairs for up to 150 guests.
2. The tables and chairs are for indoor, upstairs use only.
3. In the event tables and chairs are required for outside use, the renter shall be responsible for rental items, set up of items, and clean up of items.
4. Barren Ridge Vineyards will set up and break down tables and chairs provided by us according to a diagram of needed items.
5. Barren Ridge Vineyards can set the Audrey Blackford Room for a ceremony and then re-set the tables and chairs for a reception for a maximum of 150 people. Advance notification of 3 hours is required and a setup fee will be applied in the amount of \$500.

Please Initial _____

Facility Rental Agreement

6. Barren Ridge Vineyards will clean the floor inside of the building once before and after event. The floor shall be cleaned before set up takes place, it is the responsibility of the renter to clean the floor after set up should they so desire.
7. Set up will take place the day of the event. Set up will not impede business hours.
8. Decorations may not be nailed or punctured into the walls or wood.
9. The renter is responsible for any rented items.
10. All rented items are to be placed in designated area for pickup by Rental Company. It is the responsibility of the renter to make sure all rented items have been placed in the designated area, at the end of the night, following the event.
11. Barren Ridge Vineyards does not set up or take awn any rented items.

Alcohol

1. Wine may be purchased and served for the event. Only Barren Ridge Vineyards wines may be served at the event.
2. We are a farm winery and with that license, Barren Ridge wine must be purchased for your event.
3. Other alcohol may be served as long as the caterer has an ABC permit or the renter obtains a one-day special event ABC permit.
4. Barren Ridge Vineyards does not provide a bartender for the event.
5. Chilling all wine purchased is the responsibility of the renter.
6. No persons under the age of 21 are permitted to buy or consume alcohol on premises.
7. A self-serve bar is prohibited.
8. All wine purchases are non-refundable.

Clean-Up

1. Clean up must be completed one hour after event has ended.
2. Barren Ridge Vineyards will take down tables and chairs provided by us and clean the floors.
3. Renter is responsible for trash, decorations, washing of Barren Ridge wine glasses if used, and all returned items. All must be removed the night of the event and the facility left in original condition.

Safety

1. Renter is responsible for the safety and well being of all event attendees, including behavior and transportation.
2. Barren Ridge Vineyards is not responsible for theft, damage, or loss of property including vehicles on premises.
3. One Barren Ridge Vineyard staff is present during the event. Should an accident occur, notify the staff member immediately.

Please Initial _____

Music

1. All outdoor amplified music must stop by 10:30pm.
2. All indoor amplified music must stop by 11:30pm.

Inclement Weather

1. Inclement weather will not be accepted as reason for cancellation of event.
2. Barren Ridge Vineyards is not responsible for moving of any items set up outside should inclement weather ensue. The renter will be responsible for setting up should items need to be moved.

Cancellation

1. The 50% deposit made on the facility is non-refundable.
2. Should cancellation occur, a cancellation date release form will need to be filled out and remitted to Barren Ridge Vineyards.

If a violation of this contract ensues, the renter will relinquish rental grounds, pay all fees, and be asked to vacate immediately.

Customer has read and fully understands the terms of the rental agreement. Customer agrees to follow the terms and conditions of the document. Whether caused by acts of omissions or not. Customer takes full responsibility of facility during the rental period as it pertains to use by the customer, the customers vendors and guest. The laws of the Commonwealth of Virginia will govern this agreement.

The signee of this document must match in name of the renter and person remitting payment to Barren Ridge Vineyards.

Barren Ridge Vineyards Representative:

Print

Signature

Date

Customer:

Print

Signature

Date