



CROWN WINERY

2017 Wedding & Reception Rentals Rental Fees for a 4-Hour Event with 200 Guests

Full Venue Package for Friday or Saturday event	\$5000
Full Venue package for Sunday through Thursday event	\$3000
Wedding and/or Reception reserving Villa Royal Room & Patio	\$1750
Wedding and/or Reception reserving Queen's Pavilion	\$1000
Wedding and/or Reception reserving Villa Coronation Room	\$ 500
Wedding and/or Reception reserving HRH Vineyards or Barn	\$ 500
Wedding and/or Reception reserving Patio only (Saturdays excluded)	\$ 500
Coronation Dressing Room for Bride and Attendants	\$ 100
Groom's Den for Groom & Attendants	\$ 100

Includes:

- Villa/Vineyard Security Personnel at event
- Villa, Patio, or Vineyard for One-Hour Wedding Rehearsal
- Use of Villa & Vineyard for Engagement Photos and Bridal Portrait
- Use of Villa & Vineyard for Before/During/After Wedding Day Photos
- Minimum of Three hours Allowed For Host Decorating & Delivery Times Villa
- Eight hours Allowed for Host Decorating patio, Queen's Pavilion, Barn, or Vineyard
- Complimentary Use of Patio Bistro Tables, Chairs, & Picnic Tables
- Complimentary Use of Tables & Chairs for both Bride & Groom's Dressing Rooms
- One Hour of "Tidying up Time" Allowed for Host after the Event
- Detail Cleaning of Kitchen & Restrooms before & after the Event
- Two Hours of Grounds & Patio Maintenance for Tent or Vineyard Event (Not including Tent Rental)
- Complimentary Use of Queen's Pavilion for Wedding in the event of inclement weather
- Use of Kitchen Facilities (oven can be used only for re-warming bread and foods)
- Insect Control Sprays in Vineyard and Ample Parking Lot for 250+ Cars
- Military, Policemen, Firemen 10% discount on Venue (excluding \$500 Deposit)

Non-Refundable Rental Deposit (will be deducted from balance fee)	\$ 500
Refundable Security Check (will be returned if no extra charges)	\$ 400

Extra Fees:

Exceeding Time Allowed for Rehearsal, Photos, or Clean Up - per Hour	\$ 250
Event Beginning before 6:00 pm or after 4 hours – per hour	\$ 250
Breach of Contract per Hour	\$ 250
Bride's Coronation Room rental beginning before opening hours -per hour	\$ 50
Number of Guests exceeding 200 –each 50 persons	\$ 100
Consulting Direction of Rehearsal and/or Wedding	\$ 100
Rental per Round, Rectangular, pub, Square Table. or cooler	\$ 10
Rental per Round or Rectangular Cloth	\$ 10
Rental per cloth napkin	\$ 1
Rental per Brown Metal folding Chair or Plastic white chairs	\$ 1
Rental per White Wooden Chair	\$ 2
Rental per 'Crown Winery' Etched Wine Goblet or Flute	\$.50
Sound System, floor fans, Arch, or wine keg (if available) -per item	\$ 25
Propane Patio heater	\$ 60
Crown Bartender fee – per bartender for 4 hours - (Does not include gratuity)	\$ 100
Outside Alcohol fee (allowed after minimum one case of wine purchase)	\$ 100
A 6-Seater Golf Cart for transportation to/from Vineyard for the Afternoon & Evening	\$ 100
Set-Up Fee for chairs and tables	TBD
Rental for Serving Accessories, Utensils, Easel, ice, Miscellaneous Equipment	TBD
Any Damage to Facilities, Grounds, or Vineyard	TBD
Rentals from outside sources	TBD
Event Tent Rental	TBD

Sales tax will be added to all rental items. No tax on room rentals and fees.

2017 Event Rental Policies

Rental Fees:

To confirm your date, a deposit of \$500 must be submitted with this reservation contract. The rental deposit will be applied to your venue rental fee. All major credit cards are accepted. There will be absolutely no deposit refunds if you cancel the event. You may change the date of your event provided the new date is within 12 months of the original date, and if you notify us in writing at least 90 days before the change. Only one date change is allowed; date changes are based on availability.

Full payment of the **venue and fees are due 30 days before the event** as is the **\$400 security check**. Full payment for **extra rentals is due 14 days before the event**. If venue payment is not received by 30 days before the event, Crown Winery retains the right to cancel the event and the applicant forfeits all monies theretofore paid to Crown Winery. If for any reason the applicant cancels the event less than one month from the event date and after all monies are paid, all monies theretofore paid to Crown Winery will be forfeited unless another client can fill the date. Crown Winery retains the right to rent the facility in the event of a cancellation. Crown Winery & HRH Vineyards cannot and will not be responsible for acts of God or inclement weather, however, every effort will be made to try and reschedule the event in such happenings.

The security check of \$400 must accompany the Venue fee balance and will not be deposited until after the event and with notification of the deposit to the renter. The security deposit will be refunded no later than two weeks after your event, unless additional charges are incurred as a result of your rental (i.e. overtime, extra cleaning, building, equipment, or grounds damages, extra wines, etc.)

All tables, chairs, cloths, extra equipment (arches, tents, wine glasses, etc.) must be rented through Crown Winery. The Crown will work with various rental firms or hosts to arrange special needs of renters.

Security:

Renters should assess their own security needs and provide the extra security personnel as needed at their own expense. Winery personnel have the authority to contact law enforcement officials, if necessary, to protect Crown Winery & HRH Vineyards property & personnel.

By law, no one under the age of 21 may consume or taste alcoholic beverages, including wine. At least one of the Winery staff will observe your event for security purposes. The Winery staff may ask guests for identification to verify age. The Crown Winery reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The party renting the facility shall ensure that no underage drinking is allowed. Crown Winery assumes no responsibility or liability for underage drinkers. The Winery requests that our server be responsible for the dispensing of all alcohol. Coolers holding beer must be behind the bar and dispensed only by winery bartenders in plastic containers. Other liquor and mixed drinks are allowed but can only be served by the winery bartenders. No coolers are allowed in the Groom's Den or Bride's Room.

Weapons are not allowed on the premises or grounds.

Although not obligatory, we suggest that **Renters provide general liability insurance** in order to cover the event.

Hours:

The Crown Winery is a functioning business; therefore the downstairs area is off-limits to Coronation Room or Vineyard wedding guests during the event except to use the bathroom facilities or unless the entire villa is rented by the host. The manufacturing area of the winery is completely off-limits to all guests unless special arrangements are previously made for a winery tour. The winery business hours are 11:00 AM until 6:00 PM Thursday-Saturday and 12:00-5:00 on Sundays. Some morning & afternoon weddings will be accepted for an extra charge per hour; however, evening weddings are recommended. The patio area is used by winery clientele and is difficult to close off completely for a reception or a wedding during business hours. If an event is held during the daytime in the Coronation Room, Queen's Pavilion or Vineyard, we expect our winery clientele to be treated courteously in this respect. It is recommended that "wedding rehearsals" on the patio or in the vineyard begin at 5:00 or earlier. Wedding rehearsals for a Sunday event can be held at 4:00 on Friday or at noon or earlier on the Saturday before the wedding. The Crown should be informed of the time desired for the rehearsal. Please note that there is no extra fee for the use of the venue for the rehearsal and it is possible that the set-up for another event that evening will be happening at the same time. Our set-up staff will try to not disturb the rehearsal and we expect the bridal party to be understanding and respectful of our employees.

"Tentative" Bookings:

A "tentative" booking is not guaranteed in order to hold a specific date for an event.

The Accommodations:

Full Venue Package (includes sales tax):

The package includes the entire villa, Patio, Queen's Pavilion, Vineyard, Groom's Den, Coronation Room for bride & attendants, and/or Barn if desired. Included also is the set-up fee, a maximum of 6 tables for buffet food, 15 tables for dining, 10 Pub tables, & Crown cloths to cover all tables. An easel & an arch is included, if desired, as well as a maximum of 200 chairs. Chairs could be moved after the wedding to be put in place for the reception. Tables & chairs are included for the Bride's & Groom's dressing rooms. A golf cart for going to & from the vineyard will be included in the full package, if needed, as will standing fans or heaters. Consultation and advice on wedding décor plus the direction of the rehearsal and wedding can be requested if needed. The rehearsal is included in the package.

Not included: Catering & food, flowers & décor, DJ or Band, wines, bartenders, extra alcohol fee, more than 4 hours for the event (extra clean-up hour added on top of 4 hours), napkins, wine glasses, extra serving utensils. If the bride and groom wish to use the Coronation Room or barn for the rehearsal dinner, the charge would be 1/2 the regular charge. Tables & chairs would be 1/2 price as well.

The Coronation Room:

The upstairs-carpeted banquet room can seat 85 persons.

Tables, chairs, and cloths are not included in the rental fee but can be rented from the winery. Floor plans should be returned to the winery manager at least two weeks prior to the event & the area will be set up accordingly. Crown Winery reserves the right to adjust the plans, as needed, to allow for traffic flow and adequate seating. Caterers can use the kitchen. It has a refrigerator and sink but no oven.

Bathroom facilities can be used downstairs, however, no one must go downstairs in the Villa or outside the designated reception areas with a glass of wine in hand unless the entire villa is rented.

Access to the Coronation room is from the outside Patio stairs or from inside the Royal Room.

The upstairs room is not handicapped accessible and has no bathrooms upstairs. No smoking is allowed inside the villa.

Sitting or standing on tables or other misuse is dangerous and is not allowed.

An upright piano is available for use. The room can be adapted for a band or DJ.

The bride & her wedding party can rent the room for dressing from 11:00 AM on Saturday or 12:00 PM on Sunday until after the event is concluded. Tables, chairs, a full-length mirror, and hanging rack are complimentary. Any extra time needed by the bride before the official opening time for the villa for rental will be charged \$25 per hour.

The Royal Room:

Arrangements can be made to adjust the wine-tasting/retail area into a party mode. The room can accommodate approximately 70 people seated or 100+ standing. Guests can utilize the wine-tasting bar & rent the cabinet or table counters. The office will remain locked during the event and is not accessible. The room can be used for dancing with a band or DJ. No smoking is allowed. The rental of the Royal Room includes the patio. No one is allowed behind the wine-tasting bar except winery personnel. Caterers and decorators must not use the area behind the bar for storage. The kitchen has an oven (reheating foods only), microwave, sink, refrigerator, freezer & an icemaker.

The Patio:

The patio, including the driveway in front of the villa, can accommodate approximately 400 people. Smoking is allowed on the patio and all guests are expected to use the receptacles available for smoking. Complimentary Bistro tables & chairs can be moved by the renter to suit his/her needs. Picnic tables with benches can be utilized by the renter however they should not be moved.

Bands or DJ's have adequate electrical outlets. Dancing under the trellis is allowed. Ample lighting exists for an evening event & no extra lighting is needed, however, other lighting is allowed if desired by the host and approved by the owners.

Two 20x40 tents can be rented & erected in the paved driveway in front of the villa, which will accommodate very large wedding receptions. All tents from other sources must be rented through the Crown Winery.

The Queen's Pavilion:

The heated pavilion can be rented separately for an event or will be used as a backup in the case of inclement weather for an outside wedding. It can seat 220 guests for a wedding and 100 for a seated reception. It includes a small unisex bathroom, a fireplace, ceiling & attic fans, and a small bar. Although totally inefficient because of the large carriage doors, air conditioning is available. If only The Queen's Pavilion and/or Patio are rented, the villa will be open to the public for retail and the Coronation Room upstairs can be rented for a small private party. The restrooms in the villa are allowed for use for the Queen's Pavilion guests.

HRH Vineyards:

A tent can be set up to accommodate approximately 300+ guests. Crown Winery can provide tents, tables, or chairs for outside events for a TBD fee. Tenting is at the discretion of HRH Vineyards and must be pre-approved by the owner. In most cases, the tent can be erected the day before the wedding. Flooring is permitted upon approval and only in designated areas. Crown Winery is not responsible for any materials left in or around the facility. There are limited electrical outlets for musicians and/or lighting.

There are no bathroom facilities outside but portable bathrooms are allowed & can be rented elsewhere & must be placed in pre-approved, designated areas. Smoking is NOT allowed in the vineyard.

Guests are requested to not enter the vineyard rows and to not touch the vines or the grapes. Children must be controlled at all times and are not allowed to play amongst the vines.

Automobiles are not allowed to park in the vineyard. A 6-seater golf cart can be rented for the day for transporting guests to/from the vineyard. Hosts may bring other golf carts for use at the wedding if they wish. Ceremony sites in the vineyard include: a Mulberry Tree, a Gazebo, a pond, and an Amphitheater.

The Winery: The winery (where wine is fermented) is not included in the rental of the Villa. Winery tours can be arranged for your guests; however, no one is allowed in the winery without security personnel present.

The Barn:

Rustic & exciting for an informal party or rehearsal dinner, the 100-year-old barn can hold approximately 150 people. It is unheated with no AC & no bathrooms. With prior arrangement, restrooms can be used in the villa or portable restrooms can be rented.

The Groom's Den:

Connected to the Queen's Pavilion, the air-conditioned Groom's Den is perfect for the Groom and his wedding party. A television card table, hanging rack, and full-length mirror as well as furniture are included in the rental. Coolers are not allowed in the Groom's Den.

Decorating:

Prior to the event, four (4) hours are provided for customer decorating in the Royal Room. The patio or Queen's Pavilion can be decorated beginning at 9:00 AM on the morning of the event. A breach of contract fee will be charged if the time exceeds the allowed times. Retail items from the Royal Room will be removed four (4) hours or earlier before the event by the Crown Winery staff. No hanging paintings or mirrors can be moved without permission from the Crown. Any clean up after the event must be included within one hour following your rental time period. **All items brought in by the client & caterer must be removed during the clean-up allotment time.** All tables inside and on the patio must be cleared of dishes & decor with trash placed in the garbage cans.

Decorations are solely the customer's responsibility. No decorations are allowed either inside or outside the facility that leave any kind of residue – **metallic or other confetti, silly string, hay, straw, or glitter.** Decorations, and any type of wire or cord, may not be hung, tied, or draped on any light fixture inside or outside the facility. Winery personnel will be on hand to supervise the decorating if necessary. No tacks, nails, tape, pins, wire, or staples are allowed. All decorations must be UL approved-Flame retardant.

Candles must be glass enclosed. Rice, birdseed, silk flowers, or confetti may not be thrown on the property. **Live Rose petals are allowed but imitation ones are not.** Bubbles or sparklers are allowed for the couple's send-off. No other fireworks are allowed in the vineyard, driveway, or the patio areas.

DJ's may not use bubble or fog machines inside however, bubbles are allowed outside the facility. No ice sculptures are allowed.

Decorating can be done while the retail/wine-tasting room is open for business during work hours (**the wine-tasting bar must be kept open and available**) and, in special circumstances, and if not rented by others for the day and with permission from the Crown, the Coronation Room, the Queen's Pavilion and/or the vineyard can be decorated the day before.

With prior arrangements, a tent in the Vineyard can be erected, set up, and decorated the day before the event. **Florists should have all flowers pre-arranged** with only final touch-ups in the winery. All flowers and décor should be removed immediately after the event or a breach of contract fee will incur.

Outside Rentals:

All outside rentals or any loans of equipment (tables, chairs, cloths, napkins, dishes, tents, etc.) must be approved by Crown Winery. The items must be removed during cleanup hour either by the renter or the rental company. The rule includes self & professional caterers. The caterer will supply all of the china & utensil necessities as well as serving dishes and must remove them all before leaving the event. Napkins are optional. Any items left overnight will be subject to a breach of contract fine.

Music:

Loud speakers must be turned down by 10:00 PM due to Humboldt's city limit noise law. Although Rap Music is allowed, it absolutely must not contain lewd, lascivious lyrics. Bands are allowed inside the building, on the patio, or in the Vineyards. In the vineyard it is suggested that the band bring long outside extension cords.

Clean Up & Set Up:

Client is responsible for the clearing up of any area rented for the event. ...rule: **anything brought in must be carried out at the end of the event.** For instance:

- Clearing tables of all personal linens, dishes, decoration, & food immediately after the event.
- All dishes, chocolate or punch fountains & catering equipment removed that evening.
- All tables, chairs, & equipment not rented from the winery, removed that evening.
- All trash from patio, vineyard or rooms must be placed in the receptacles provided.
- All decorations must be taken down & removed.
- Kitchen must be cleared & tidied if used by client or caterer.

The Crown Winery staff is responsible for:

- Folding and clearing tables & chairs (rented from the winery) in the villa or vineyard.
- Cleaning bathrooms, mopping & vacuuming floors.
- Clearing most retail items out of sight & covering retail items left in the Royal Room. Cloths covering retail item areas are not charged to the renter unless food or drink is placed upon them.
- Moving some display racks & wines to accommodate the event.

Vineyard Cleanup:

Clearing tent of all decorations & debris, remove floor if used, fold up tables & chairs for rental pick-up, and all trash placed in receptacles provided & carried to the dumpster. With permission from the owner of the winery, Tent, tables, and chairs, if not rented from the winery, can be removed the next morning after the event.

Catering Services:

A firm approved by the winery management must cater all events. A list of referrals will be provided if you wish. All caterers must provide copies of the following documents at least one week prior to the event:

- EIN # of Caterer.
- Certificate of General liability Insurance coverage – first page only.
- Name, address, website, e-mail and phone number of caterer.

Caterers will be assessed a processing fee of \$75.00 administrative fee, which is good for one year from the date of the first event catered. A licensed food handler should supply any specialty items such as cakes or baked goods. Your caterer may serve food or beverage in designated event areas. Caterer will assume responsibility for the kitchen, if used, and will clean afterwards. No roasters can be used. Oven can be utilized for reheating foods only. Cloths, tables, & wine glasses will be rented from the Crown and not from the caterer. Before leaving the event, caterers are responsible for removing all foods, serving dishes, and garbage bags which contain food trash. The trash bags must be taken to the outside dumpster. **Dirty dishes cannot be left overnight at the winery.** Caterers are not allowed behind the wine bar and should not store coolers or boxes there. Ice for the caterer will be provided by the winery. If a chocolate machine is used, the caterer will provide the cloth for the table.

If the host is using non-licensed friends or self-catering, a letter of release of liability for the winery must be signed by the host & filed by the winery. A \$25 administrative fee will be charged. **No food can be cooked on top of the stove or in the oven in the kitchen. The oven can be used for reheating foods only.** There is no extractor fan in the kitchen.

As there is no kitchen in the Queen's Pavilion, the closet will be used for the caterer's prep & storage. A refrigerator & a table(s) will be available for use. The downstairs kitchen is not available unless the Royal Room has been rented. The sink behind the bar in the Pavilion can allow access to water for the caterer if needed.

Deliveries:

Arrangements can be made for caterers, cake delivery, DJ's and musicians to set up, which can be separate from customer decorating time. Deliveries can be made as early as five hours before the event onset.

Wines and Bartending:

Only wine (including champagne) purchased from Crown Winery can be served & should be preordered at least 2 weeks in advance of the event. Wines can be pre-purchased for a 20% discount per case – the case can hold multiple varieties. After the first case, any uncorked wines can be returned for a full credit during "clean-up hour". If the wine has left the property, it is not returnable. Additional wines can be purchased during the wedding from one of the winery personnel. If wine or beer is to be served, **at least one Crown bartender must be hired** for the event and will be responsible for opening and pouring wines and beer. No outside bartenders are allowed to serve. The Crown bartenders can serve wine, beer, and mixed drinks. With a minimum purchase of one case of Crown wine, beer and spirits can be brought in with a fee of \$100 assessed. Beer and/or mixed drinks should not be served from a bottle or can, but rather poured into plastic containers or glasses by the bartender. . No beer can be drunk from cans or bottles anywhere on the premises including the Groom's Den.

The plastic glasses can be provided by the renter or bought from the winery. Coolers with beer are allowed behind the bar. **Beer kegs are no longer allowed at the winery.** Coolers with ice can be rented from the Crown or can be supplied by the renter. Water, colas, & juices are available for sale. No other alcohol can be consumed inside or outside the premises except Crown Winery wines or beer until the "*closed for private party*" sign is in place one hour before the event begins

Gratuities, although not obligatory but much appreciated by our servers, must be paid directly to the staff member or security personnel and should not be included in the rental payment.

The bartender fee of \$100 is for a 4-hour event. After 4 hours an extra fee of \$25 per hour per bartender will be charged to the client.

Damage Control & Breach of Contract:

A breach of contract occurs if agreed upon times are exceeded: This means if your event starts earlier than the agreed upon time or if your guests stay later. The \$250 hour breach of contract fee will be charged if the client takes possession prior to the agreed upon time on the rental date and/or if the building & property are not vacated by one hour after the event ends. For your protection, guests should be notified of these hours. The renter is liable for any damage done to either Crown Winery or HRH Vineyards. If repairs or replacement costs exceed the damage deposit, the client will be responsible for the excess amount.

A \$400 security check must be made out to the Crown Winery one month before the event & paid separately from the balance fee. If there are no damage or extra charges on the bill, the security deposit check will be returned to the renter no longer than two weeks after the event has concluded. If damages do occur, a list will be available for inspection by the client before the check is deposited.

Note:

If an invitation or a photocopy of the invitation is sent to the Crown Winery Management at least two weeks before the event, the bride and groom will receive complimentary etched crown winery glasses. A photo of the event is much appreciated for use in our 'history' scrapbook!

2017 Wedding Rental Agreement

Renter _____ Bride & Groom _____

Address _____ City _____ State _____ Zip _____

Cell Phone # _____ Evening Phone # _____

Email Address _____ Date of Event _____ Type of Event _____

Starting _____ Ending _____ Set Up & Decoration Time _____

Of Guests _____ Area(s) to be used _____

Tables: 48" Round _____ 60" Round _____ 6' Banquet _____ 8' Banquet _____ Square _____ Pub _____

Cloths: Black _____ White _____ Ivory _____ misc _____ Napkins _____ Glasses _____

Caterer/Phone# _____ Band or DJ _____

Photographer/Phone # _____ Florist/Phone# _____

Miscellaneous _____ Consultant _____

Other Rental Source: _____

The undersigned agrees to abide by all of Crown Winery policies and will assume responsibility for any damage done to the vineyard, patio, villa or its contents during the rental period and occurring as a result of using such facilities, including damage by attendees. Furthermore, vendors, my agents, employees, guests, and I will attend and use Crown Winery at our own risk. The company shall not be liable for any damage arising from personal injuries sustained by any such person on the premises of Crown Winery or HRH Vineyards and the undersigned assumes full responsibility for such damages. Crown Winery and its staff shall not be liable for any equipment, property, or personal belongings, whether rental or otherwise, which are used or left at the winery or the vineyard in connection with the event. In consideration of being granted the right to use the vineyard & winery facilities, we hereby release and hold harmless Crown Winery LLC, its partners, and employees, from any and all claims, demands, or rights of action rising out of such use of the vineyard or the winery and/or its facilities.

I have read and understood the foregoing assumption of risk, rental fees, and rental use policy and release statement.

Signature of Applicant _____ Date _____

Please make checks payable to Crown Winery LLC
 Sign this contract and remit to: Crown Winery, 3638 E Mitchell Street, Humboldt, TN 38343

Office Use Only

Rental Deposit Received:	\$ _____	Check # _____	Date _____
Rental Balance Received:	\$ _____	Check # _____	Date _____
Extra charges Received:	\$ _____	Check # _____	Date _____
Extra charges Received:	\$ _____	Check # _____	Date _____
Extra charges Received:	\$ _____	Check # _____	Date _____
Extra charges Received :	\$ _____	Check # _____	Date _____
Extra charges Received:	\$ _____	Check # _____	Date _____
Extra charges Received :	\$ _____	Check # _____	Date _____
Guest Purchases:	\$ _____	Check # _____	Date _____
Security Deposit Received	\$ _____	Check # _____	Date _____
Refund paid:	\$ _____	Check # _____	Date _____