

**FACILITY RENTAL PACKET**

Barrel Room Rental

Thank you for choosing the **Longboard Vineyards** *Barrel Room* for your event. We realize you have many choices and appreciate you choosing our facility. Please review the enclosed information carefully and contact us at the winery main line (707) 433-3473 if you have any questions.

Enclosed you will find a Data sheet, Facility Rental Agreement form, signature page and fee schedule. Please complete the appropriate forms and return to us for review and processing.

If any sections of the form do not relate to your event, simply indicate that the question is not applicable (N/A). We also have included a list of general guidelines to assist you in planning your event at our facility.

Your facility reservation is not considered complete until all necessary information has been turned in. This includes the User Agreement Form, all fees, the certificate of insurance and the security deposit. If any one of these items has not been turned in three weeks prior to your event, your event may be cancelled, and your deposit forfeited.

**Individual / Group Data Sheet** Event Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization / Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City / State / ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person authorized to sign rental contract:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested date(s) and time(s)

Access to the facility will begin at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and

Access to the facility will end at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not to exceed 150 guests)

Will all guests be over 21?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (we need special arrangements if any guests are under 21, California law requires us to check ID’s of guests for age verification)

CC used to secure reservation: □ Visa □ Master Card □ Amex □ Cash / Check (you may call with this info)

Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_

CC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration \_\_\_\_/\_\_\_\_/ 20\_\_\_\_ CVV \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACILITY RENTAL AGREEMENT**

A FACILITY RENTAL AGREEMENT effective the \_\_\_\_day of \_\_\_ \_\_\_\_ , 2023 by and between

LONGBOARD VINEYARDS, LLC hereinafter “Lessor”, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter “Lessee” as follows:

**1. Rental Agreement**: The Lessor agrees to rent the “Facility” at the Lessor’s present location at 5 Fitch Street, Healdsburg CA 95448 upon the terms and conditions set forth below.

**2. Basic Event:** Fee:

Full Facility $4500.00 / Friday and Sunday Pricing: $3500.00 / Weekday $3000.00

**Not** including: Catering, service fee, gratuity, wine(s) and any applicable taxes.

This fee includes two or more staff of the Lessor to accommodate the requested group size. Full Facility Rental includes, staff, access to our front patio, barrel room, tasting room and bathrooms. We have comfortable seating for up to 50 guests seated, as well as casual cocktail style seating holding up to 150 guests, wine bars, and video projector.

In the event of damage or extensive cleaning due to Lessee, an additional fee (at cost for damages, at $50/ hour /person for extra cleanup) will be charged to the reserved credit card for special cleaning services. \_\_\_\_\_\_\_\_\_\_\_\_(initials)

**3. Hours:** (agreed hours) Fee includes an event of no more than 8 hours. Longboard Vineyards is primarily a winery with a tasting room that is open to the public daily From 11:00 AM to 6:00 p.m. Operations will be suspended while your group is renting the Barrel Room**. The front tasting room will continue to operate regular hours 11-6 pm.**

**4. Maximum Occupancy**: The Lessor’s barrel room can accommodate a MAXIMUM of 150 guests.

**5. Tables and Chairs:** The rental fee includes basic cocktail style room for approximately 150 people or 50 to 60 seated (tables, chairs, stools, couch and benches / wine barrels*).*

**6. Catering:** Longboard Vineyards may be able to supply in-house catering with a variety of service options upon request. We will gladly recommend caterers approved by us.

**7. Alcoholic Beverages:** Only Longboard Vineyards’ wine will be allowed on the premises. The Lessee may purchase these wines in advance at a 15% discount. Lessors staff will be the only persons permitted to serve alcohol to guests. NO OTHER OUTSIDE ALCOHOLIC BEVERAGES ARE ALLOWED ON THE GROUNDS AT ANY TIME. If a violation ensues, the Lessee will relinquish the event rental, pay all fees, and be asked to leave. **There are no exceptions to this policy.** The Lessee named on the contract is responsible for the behavior and orderliness of all guests. Under no circumstances will minors or intoxicated persons be allowed to possess or consume alcohol at any time. Infractions of this rule will result in forfeiture of any monetary deposit.

 \_\_\_\_\_\_\_\_\_ (initial)

**8. Insurance Certificate**: Lessee will provide at Lessee’s expense, a certificate of insurance for a $1,000,000 liability insurance policy covering the event and adding LONGBOARD VINEYARD, LLC as an additional insured. The holder of the insurance policy must be the person signing this rental agreement. The certificate of insurance must be received 21 days prior to the rental or at the time of booking if that occurs within 21 days of the rental. The insurance policy must be in force at the time of the date of the rental. This can be obtained through your local insurance agency or through specialized insurance companies – Sample COI Attached as **Exhibit “A”**. (a Google search of “wedding party insurance” will yield a few names).

**NOTE:** The certificate **MUST** specify **LIQUOR LIABALITY** (example attached)

\_\_\_\_\_\_\_\_\_ (initial)

**9.** **Smoking** **Policy:** Smoking is prohibited inside the facility or within 20 feet of the entrance. A designated smoking area is available outside the facility. Please respect our home and ask smokers to dispose of cigarette butts in a safe manner.

**10.** **Music:** Longboard will gladly provide a projector and our sound if available. However, we do not provide music or engage bands to play music in this venue. If you would like to do so you will be required to have your own agreement with the music industry’s copyright bureaus (BMI or ASCAP) as we do not have a license to play music to the public. *(you may hire your own band, DJ, playlist, etc.)*

**LONGBOARD VINEYARDS RENTAL AGREEMENT SIGNATURE PAGE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as “Lessee”) will be engaging in

(Print name of individual or organization) the following described event or activity in the Longboard Vineyards facility. Description of Event or Activity: (Include Dates and Times)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Lessee does hereby WAIVE, RELEASE AND DISCHARGE Longboard Vineyards, LLC, its officers, agents and employees from any and all claims for damages, personal injury, property damage, or wrongful death occurring or arising out of the event or activity described above. This release is intended to discharge, in advance, Longboard Vineyards, LLC from any and all liability arising out of the above event or activity.

It is recognized that there are certain risks inherent in the activity the Lessee is participating in.

Nevertheless, the Lessee voluntarily agrees to ASSUME ANY AND ALL RISKS of injury or

death from whatever cause inherent in or arising from participation in this event or activity whether such risks are known or unknown, and to release, discharge, hold harmless and INDEMNIFY Longboard Vineyards, LLC for any and all damages, claims, causes of action, losses, liability, judgments, costs, costs of collection, and attorney’s fees arising out of or related to the above described event or activity.

I have read the Facility Rental Agreement and the above statement and understand and agree to their terms.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Renter) (If representing an organization, I am legally authorized to make this Agreement for the organization named below.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Title, and name of organization, if representing an organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Longboard Vineyards, LLC (officer signature)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* LONGBOARD CHECKLIST \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Checklist**

Insurance certificate? Yes \_\_\_\_ Date Acquired \_\_\_\_\_\_\_\_\_ Approved by LB officer: \_\_\_\_\_\_\_\_\_\_

Date $250 nonrefundable deposit received: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date 50% deposit 30 days before event date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Full Deposit Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building Walk through for damage and cleanup**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed – LB Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed – Lessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT “A”**

SAMPLE CERIFICATE OF INSURANCE

