



SPECIAL EVENTS AGREEMENT

JASPER WINERY

General Information

The Jasper Winery facility is available for rent from 6pm - 10pm and includes use of banquet room, Barrel Room, outdoor wrap-around patio and lawn area. The banquet room will accommodate up to 120-150 people for a seated dinner or 180 people for a cocktail-style reception. Attendance size can be increased with the rental of our outdoor tent. The Jasper winery rental fee is \$15/person with a minimum of \$500 and a maximum of \$1000.

Inclusions

- Tables and chairs for use in the banquet room, wrap-around patio and lawn
- Barrel Room
- Screen, projector, microphone, DVD player, sound system, and wi-fi internet
- Wine glasses and pint glasses
- 3 empty wine barrels for decoration
- Bartenders for wine/beer
- Set-up of chairs and tables before the event
- Clean-up after the event
- Event coordinator to assist with planning and day-of needs

Set up

Party may gain access to the winery for setup after 10am. A date and time for decorating must be predetermined. No tape, staples or other potentially damaging adhesives may be used on walls. Floor plan must be provided at least one week prior to event and be approved by Jasper Winery. Table and chairs will be set up accordingly.

- 106 - white chairs (inside only)
- 12 - 60" round tables (seat 8 people)
- 5 - patio tables with chairs (seat 4 people)
- 120 - white molded chairs
- 12 - 40" white plastic tables (seat 4 people)
- 6 - 6' long tables
- 1 - 5' long tables
- 1 - 4' table
- 3 - walnut tables (7' x 42")

Decorating

Decorating must be performed during the rental agreement times agreed upon. No decorations are allowed that leave any kind of residue; this includes confetti, glitter, silly string, tacks, staples, all types of tape or other items inside or outside Jasper Winery.

Helium balloons are not allowed. Only votive candles and candles in hurricane-style enclosures are allowed; however, no candles are allowed in the Barrel Room or outdoor tent, if rented. No water gel beads for floral arrangements/vases. No gum, hard candies or candy tables. No small candy is allowed to be scattered on tables as decorations. All decorations must be removed at the end of the event. Anything hung from the ceiling must be done by an insured decorator

Food

Caterers must be approved by Jasper Winery. Caterer is responsible for:

- Setting up/replenishing/clearing food.
- Clearing plates, silverware, glasses and trash.
- Cleaning kitchen, tables and other areas used by caterer.
- Removing all garbage to dumpster.

Caterers must contact Jasper Winery at least 2 weeks prior to the event. It is strongly suggested they visit our facility prior to the event. The caterer may use the catering kitchen for prepping the food. No BBQ/grill may be used on the premises. Caterers are responsible for removing their garbage from the premises. Individually packaged non-alcoholic beverages may be brought in and served from the bar, but any other beverages must be provided by the caterer. Ice is \$5 per bag.

Music and Entertainment

All musicians and/or DJs must cease playing by 9:15pm. This will allow time for musicians and/or DJs to dismantle their equipment and be off the premise by 10pm. Bubble machines, fog machines, dance wax or any other compound or substance spread on the floor is not allowed. Musicians/DJs may use our back parking lot to unload their vehicles.

Wine and Beer

All wine and beer must be purchased through Jasper Winery and will be served by the winery staff. Alcohol will not be served after 9:30pm. Wine is charged at our on-site price rate. Beer is \$5.00 a bottle. Kegs of Madhouse Brewing Co. beer are \$300 per half-barrel keg, other brands of beer are \$350 per half-barrel keg. No outside alcohol may be brought onto the premises; if any is found, it will be confiscated.

Deposit and Payment

To confirm the date of your event, a deposit of \$500 is required along with this signed contract. The deposit will go toward your final bill. THE DEPOSIT/ ANY PAYMENTS MADE ARE NOT REFUNDABLE UPON CANCELLATION OF THE EVENT. The full payment of the rental fee is due before the date of your event. A credit card number is required on file for any additional charges that may occur. A fee of \$5 per glass will be charged if wine glasses are broken or missing. Jasper Winery cannot and will not be responsible for acts of God, inclement weather or the parties' change of plans. A charge of \$150/hour will be assessed for every hour past contracted limit (this includes all guests/DJ/band/caterers/etc.). For your protection, all guests should be notified of these hours. Additional fees may be assessed for extra cleaning.

Additional Information

- The party may not use the kitchen/production room/warehouse/back of building.
- Jasper Winery is a smoke-free facility; smoking allowed outside only.
- During the months of May-October, our party tent may be rented to accommodate up to 250 people.
- No sparklers, bottle rockets, sky lanterns, fire crackers or any other fireworks are allowed.
- Absolutely no weapons or firearms are allowed on Jasper Winery property.
- Children must be supervised at all times.
- The tasting room will remain open during regular business hours (Monday-Saturday, 10am-6pm and Sunday 1pm-5pm). No guests may arrive before 6pm unless other arrangements have been made.
- A Jasper Winery representative will be present at all functions.
- Linens may be rented through Jasper Winery, or brought in by the party or through the caterer. If the party or caterer brings in linens, the party is responsible for removing them at the end of the event.
- A service charge of 18% on beverages served will be added to the final bill.



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BY LAW, NO ONE UNDER 21 YEARS OF AGE MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES.

The management may ask guests for identification to verify age. Jasper 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.

Jasper Winery is unable to assume responsibility for damage or loss of any merchandise or articles left on premise before, during or after your event.

Jasper Winery personnel have the authority to contact law enforcement officials, if necessary, to protect Jasper Winery and personnel.

Jasper Winery will not be held liable for injuries or property damage/loss during this function, including, but not limited to: death, personal injury, property damage and any other incidents that may occur to any person(s) by use of the building and premises during the term of this agreement. The term of the agreement begins when the first guest arrives on the property and concludes when the last person leaves the property.

Hold Harmless and Indemnification

Jasper Winery shall not be liable for any claim, loss, injury, damage or expense, either with respect to person or property, sustained by you, or by any of your

employees, agents, invitees and guests due to your use of the facilities, or arising out of the use, operation or condition of any equipment, machines or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees or guests of yours. It is agreed and understood that you hereby expressly release and discharge Jasper Winery and its owners, officers, employees and agents from any and all demands, claims and actions arising out of any such causes.

Moreover, it is agreed and understood that you shall defend, indemnify and hold harmless Jasper Winery and its officers, directors, employees and agents from and against any and all claims, demands, actions, losses, costs, damages and expenses (including, without limitation, reasonable attorney's fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon or about the facilities due directly or indirectly to your use of the facilities. This obligation of yours to protect, indemnify and hold harmless Jasper Winery shall include the obligation to pay all reasonable expenses incurred by Jasper Winery in defending any of such claims, including reasonable attorney's fees.

Jasper Winery reserves the right to change the conditions of, or cancel, this agreement up to 60 days prior to rental. All deposits and payments will be returned in the event Jasper Winery cancels the event.

I, _____ (Renter's name) have read and agree to all terms in this contract.

Jasper Winery Events Agreement Form

Date of Event _____ Type of Event _____ No. of Guests _____

Hours of Event _____ Hours of Rental _____ Company/Group _____

Name _____ Address _____

Day phone _____ E-mail _____ City/State/ZIP _____

Date and Time for Decorating (not to exceed 4 hours) _____

Credit Card Number _____ Exp. Date _____

Total Rental Fee _____ Deposit paid today _____

Balance due (including remaining rental fee, additional rentals and kegs) by _____

Payment for any hosted beverages will be due at the end of your event before you leave unless other arrangements have been made.

Renter's Signature

Date

Approved by

Date