

**Fireside Winery Facility Rental Agreement**  
Revised August 5<sup>th</sup>, 2008

**Facility Rental Options & Fees**

Board Room

- Occupancy 8 guests
- Available Wed. – Fri. 9 a.m. - 6 p.m. - \$75.00 per day

Gathering Room

- Occupancy 25 guests
- Available rental times and cost for each are listed below:
  - Mon.-Thu. 6-10 p.m. - \$400.00 per day
  - Sat. 8-10 a.m. - \$150.00
  - Sat. 6-10 p.m. - \$600.00
  - Sun. 9-11 a.m. - \$150.00
- Rental includes use of patio, fireplace, fire ring and tasting bar during rental agreement times

Pavilion

- Occupancy 80-100 guests (depending on chair/table design and entertainment needs)
- Pavilion size: 30' x 48' (1440 square foot)
- Available rental times and cost for each are listed below:
  - Mon. – Thu. 9 a.m. – 5 p.m. - \$400.00 per day
  - Mon. – Thu. 5-10 p.m. - \$500.00 per day
  - Sat. 8 a.m. – 4 p.m. – \$600.00
  - Sat. 4 p.m. – midnight - \$800.00
  - Sun. 9 a.m. – 5 p.m. - \$250.00
- After close of business, the Pavilion rental also includes use of patio, fireplace, fire ring Gathering room and tasting bar
- No other additional tents or structures are allowed on the Fireside Winery premises

Vineyard

- The Fireside Winery 10 acre vineyard located in rural Marengo, Iowa on picturesque hillside overlooking a 3 acre pond
- Renters are responsible for acquiring, set-up and removal of seating, tents and restrooms for their event if needed. Electricity is available.
- Rental cost is \$300.00 per day

The total rental fee is due at the time the agreement is signed and is non-refundable and the date is non-transferable. If you cancel your event, you will forfeit the entire amount. If Fireside Winery is able to rent the date, a full refund will be returned. Fireside Winery has the right to rent the facility in the event a cancellation occurs. Fireside Winery cannot and will not be responsible for acts of God, inclement weather or your change of plans.

A credit card number is required to be on file with Fireside Winery for any additional charges that may occur.

**Damage Deposit**

A damage deposit in the amount of \$350.00 is due 2 weeks prior to the date of your event. You may choose to use the credit card on file for the damage deposit. If your deposit is paid by check, your deposit, less any charges will be returned within 10 business days following your event.

You are liable for any damage done to Fireside Winery property. If repairs or replacement costs exceed the damage deposit, you will be responsible for the excess amount and charges will be made. You may be asked to provide a copy of Certificate of Liability insurance such as your home owner's insurance to cover an extreme damages that occur from your event.

**Breach of Contract**

A breach of contract occurs if agreed upon times are exceeded. Fireside Winery will charge \$150.00 per hour (or fraction of an hour) if the renter takes possession prior to the agreed upon times on the rental date and/or if the building and property are not vacated by 12:00 midnight. The client, guests and all their services (D.J., etc.) must be out by 12:00 midnight. For your protection, guests should be notified of these hours. Fireside Winery staff will remain on property until the last person leaves.

### **Beverages**

All wine served must be purchased from Fireside Winery. Wine should be pre-purchased at least 2 weeks prior to your event to ensure availability of the wines you have selected and for you to receive a 10% discount on your order. All wine purchases made the day of your event will be sold at regular retail price.

Fireside Winery is not responsible for disbursement of the wine once it has been purchased. You are responsible for making arrangements for uncorking, pouring and distribution of the wine. Fireside Winery will provide two large wine tubs with stands for cooling of wine if requested.

Fireside Winery will sell wine by the bottle or glass to your guests during your event at the tasting bar. On Saturday evenings, the winery tasting bar will remain open until 11:00 p.m.

For parties exceeding 25 guests, wine glasses are available for rent at the cost of \$5.00 per dozen. There is a \$2.00 charge per glass that is broken which will be deducted from the renter's damage deposit. The wine glass rental fee is due 2 weeks prior to the rental date. Plastic glasses will be made available with wine sales if glass rental is not chosen.

Keepsake Fireside Winery souvenir glasses are available to purchase for your guests at \$2.50 per glass. Please place your order for these glasses 2 weeks prior to your event.

Beer and hard alcohol may only be brought on the premise after close of business and for an additional fee of \$200.00. Beer and hard alcohol must be consumed outside of the Fireside Winery indoor facility. Acceptable areas include the lawn, patio, fire ring and inside the Pavilion. The additional alcohol fee is due 2 weeks prior to the date of your function. Keg or can beer only; glass beer bottles are not allowed.

Ice is available Fireside Winery for \$6.00 per 20 lbs. per bag. The ice will be added to your final bill and charged to the credit card on file. Please inform Fireside Winery 2 weeks prior to event if ice will be needed for your event.

By law, no one under 21 may consume or taste alcoholic beverages. The management may ask guests for identification to verify age. Fireside 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. Fireside Winery assumes no responsibility or liability for underage drinkers. Fireside Winery requests that a server be responsible for all alcohol.

A Culligan water dispenser may be rented for your event. Rental cost including plastic glasses and one 5 gallon tank is \$25.00. Additional tanks may be purchased for \$7.50 a tank. Requests and fees are due 2 weeks prior to the rental date.

A 32 cup coffee pot is available to rent from Fireside Winery. Rental cost including Styrofoam cups, coffee, creamer and sugar is \$30.00. Requests and fees are due 2 weeks prior to the rental date.

Renters may bring their own non-alcoholic beverages for their guests and are responsible for the cold storage and serving of these beverages.

### **Board Room Use for Saturday Rentals**

The Fireside Winery Board Room is available upon request for Saturday rentals of the Pavilion and/or the Gathering Room for no additional charge. The renter is responsible for clearing the room of trash and personal belongings by the agreed upon times within this contract. Requests for use of the Board Room should be made two weeks prior to the rental date.

### **Catering & Other Food Related Items**

The renter may use a caterer of their choice for their event. Fireside Winery will provide a list of local caterers if requested. Fireside Winery shall not be held responsible if the caterer cancels and no refunds will be given in the event the caterer cancels.

There is a 3 roaster maximum to be used inside the Pavilion. Roasters must use the electrical outlets located on the East side of the Pavilion.

The Fireside Winery kitchen including ovens, microwave and refrigerators are not available for use.

Renters are responsible for procurement of dishes, glasses, silverware and centerpieces for their function.

Cake delivery and caterer set up must be done within rental agreement times. Fireside Winery requests information on cake delivery and caterer 2 weeks prior to event to ensure a smooth set up.

Table service during a dinner function is available. The service includes wait staff for table set-up, food service and tableware removal for \$150.00. This service must be requested 1 month prior to your event.

### **Table Linens**

- Table linens are available at a rental fee of \$10.00 per table. Includes black or ivory table cloths, napkins and table skirting, if needed
- Additional colored napkin choices are available for rent at \$4.50 per dozen
- Various colored table runners are available for \$2.50 per table runner
- Table linens must be requested and paid for 2 weeks prior to your event

### **Decorations**

Decorating must be performed during the rental agreement times.

Decorations must be kept within the agreed upon rental facility. If facility is being used for a wedding, decorations may be placed on patio and/or inside Gathering Room only after close of business.

Decorations are not to leave any kind of residue, which include confetti, silly string, or other items, either inside or outside our facility.

No nails, tacks, staples, pins or tape may be used on the walls or deck. Plastic tie wraps are acceptable.

Helium balloons are not allowed.

Candles are allowed if inside a container.

### **Music**

All musicians and/or D.J.'s must cease playing by 11:15 p.m. This will allow time for musicians and/or D.J.'s to dismantle their equipment and be off the premise by 12:00 midnight. A breach of contract occurs if the musicians/D.J. is not off premise by midnight.

D.J.'s may not use a bubble machine or fog machine. No dance wax or compound, or any substance, may be spread on the floors.

### **Table & Chair Placement**

A floor plan which outlines where tables, chairs and dance floor, if applicable, are to be arranged for your function must be decided and agreed upon 2 weeks prior to your event date.

Fireside Winery will place all tables, chairs and linens rented through Fireside Winery as agreed upon prior to your event. Any table/chair moves needed during your event will be the renter's responsibility.

Furniture available for use at Fireside Winery includes:

- 150 - white folding chairs
- 20 - 60" round tables
- 12 - 8' rectangular tables

- 3 – 8' table risers
- 4 – dual height display tables
- 10 – pedestal round tables
- 40 – Adirondack chairs

The patio furniture consists of:

- 11 – wrought iron tables
- 48 – wrought iron rocking chairs
- 10 – wrought iron stackable chairs

Space heaters on the property should be lit and moved by Fireside Winery personnel only. Winery personnel will also be responsible for lighting fire rings and patio fireplace.

#### **Additional Items**

Fireside Winery is a smoke-free facility. Smoking is permitted outside on the lawn and patio.

Children are welcome at Fireside Winery but must be supervised at all times.

All items left on the premise after the event will be removed to the dumpster. For Saturday evening rentals only, and if the facility is not rented the following Sunday by another renter at least 2 weeks prior to your event, the Saturday evening renter has between 8-11 a.m. on Sunday to remove all items from Fireside Winery premise.

No sparklers, bottle rockets, firecrackers, or any other fire works are allowed. Absolutely no firearms are allowed on Fireside Winery property.

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

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

Renter Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Event Date: \_\_\_\_\_ Event Times: \_\_\_\_\_  
 Number of Guests: \_\_\_\_\_  
 Type of Event: \_\_\_\_\_  
 Credit Card Type (circle one): MC Visa AMEX DISC  
 Credit Card Number (required): \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Credit Card V-Code: \_\_\_\_\_ Credit Card Billing Zip Code: \_\_\_\_\_

**Facility Rental Requested:** *(must be paid for at time of rental agreement signing)*

- Board Room: Wed – Fri 9 a.m. – 6 p.m. @ \$75.00 per day
  
- Gathering Room: Mon - Thu 6-10 p.m. @ \$400.00 per day
- Gathering Room: Sat 8-10 a.m. @ \$150.00
- Gathering Room: Sat 6-10 p.m. @ \$600.00
- Gathering Room: Sun 9-11 a.m. @ \$150.00
  
- Pavilion: Mon – Thu 9 a.m. – 5 p.m. @ \$400.00 per day
- Pavilion: Mon – Thu 5-10 p.m. @ \$500.00 per day
- Pavilion: Sat 8 a.m. – 4 p.m. @ \$600.00
- Pavilion: Sat 4 p.m. – midnight @ \$800.00
- Pavilion: Sun 9 a.m. – 5 p.m. \$250.00
  
- Vineyard: \$300.00 per day

\_\_\_\_\_  
*Renter Signature* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Fireside Winery Signature* \_\_\_\_\_  
*Date*

**Additional Notes:**

**FIRESIDE WINERY RENTAL AGREEMENT**

**FSW Staff Initials and Date:** \_\_\_\_\_ **Renter Initials and Date:** \_\_\_\_\_

**Additional Rental Fees:** *(fees listed below must be paid for two weeks prior to event date)*

- Table service @ \$150.00 (must be requested 1 month in advance)
- Damage Deposit @ \$350.00 (cash/check or placed on credit card on file)
- Additional Alcohol Fee @ \$200.00
- Table Linen Fee @ \$10.00 per table. No. of tables \_\_\_\_\_ x \$10.00/ table = \$ \_\_\_\_\_  
 Table Cloth Color: \_\_\_\_\_ Napkin Color: \_\_\_\_\_  
 Runner Color: \_\_\_\_\_
- Additional colored napkins @ \$4.50 per dozen. No. of dozen \_\_\_\_\_ x \$4.50 = \$ \_\_\_\_\_
- Table runners @ \$2.50 per runner. No. of runners \_\_\_\_\_ x \$2.50 = \$ \_\_\_\_\_

Fireside Bottle Wine Order (10% discount if ordered 2 weeks prior to event)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Total for Bottled Wine Order = \$ \_\_\_\_\_

- Wine Glass Rental @ \$5.00 per dozen. No. of dozen \_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_
- Fireside Winery Souvenir Wine Glass @ \$2.50/glass. No. of glasses \_\_\_\_\_ x \$2.50 = \$ \_\_\_\_\_
- Culligan Water Dispenser @ \$25.00
- 32 Cup Coffee Pot with coffee, creamer and sugar @ \$30.00

**Total additional rental fees due: \$ \_\_\_\_\_**

**Information Needed Two Weeks Prior to Event Date**

- Floor Plan Design
- Board Room Request (for Sat only) – Y or N
- Estimated Bags of Ice Needed: \_\_\_\_\_
- Cake Delivery: \_\_\_\_\_
- Caterer: \_\_\_\_\_
  
- 2 wine tubs with stands requested – Y or N
- Entertainment: \_\_\_\_\_

**Additional Charges after Event Date**

- 20 lbs. bags of ice @ \$6.00 per bag. No. of bags \_\_\_\_\_ x \$6.00 = \$ \_\_\_\_\_
- Broken wine glasses @ \$2.00/glasses. No. of glasses \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_
- Additional Culligan Water Tanks @ \$7.50/ tank. No. of tanks \_\_\_\_\_ x \$7.50 = \$ \_\_\_\_\_
- Breach of Contract @ \$150.00 per hour. No. of hours \_\_\_\_\_ x \$150.00 = \$ \_\_\_\_\_
- Missing Linens @ \$10.00 per table. No. of linens \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_
- Damages: \_\_\_\_\_

\_\_\_\_\_  
Total Damage Cost: \$ \_\_\_\_\_

Damage Deposit Refund: (\$350.00 Deposit – Damages \$ \_\_\_\_\_ = \$ \_\_\_\_\_