



Summerset Winery

Wedding and Reception 2021

Your package includes:

- Event Coordinator on site to act as main point of contact on your special day at Summerset Winery
- Use of 2 banquet rooms, surrounding decks and outdoor grounds
- Outdoor and indoor ceremony locations
- Seating for up to 250 guests in our Grand Banquet Room
- 10 hours of event time for your ceremony and reception (starting at 2:00 PM)
- Access to our beautiful grounds for your wedding photos starting at 10 AM
- Optional vineyard cocktail location under our beautiful Oak Tree
- Tables and chairs for both wedding and reception (including set-up/tear down)
- Access to the Grand Banquet Hall at 10:00 AM the day of your event for decorating
- Additional time for wedding rehearsal (during our regular business hours)
- Rehearsal/dinner rental available
- Reminder that the Mural Room is open to the public until 1:00 day of event

Wedding and Reception Rental Price: \$3,900.00 - 50% deposit due with signed contract to secure date, payment plans available.

(P) 515-961-3545 · 15101 Fairfax Street · Indianola, IA · 50125 hello@summersetwine.com

Summerset Winery Rental Policies

Event Name: _____

Date of Event: _____

Bride/Groom 1: _____ Cell Phone: _____

Email: _____

Bride/Groom 2: _____ Cell Phone: _____

Email: _____

Mailing Address: _____

Number of Guests: _____ (Max 250)





Friday/Saturday Rentals:

Event Start Time: Decorating of the Grand Banquet Hall may begin at 10:00 AM on your event day. Other areas may begin at 1:00 PM unless agreed upon in advance. Please remember that the Mural Room is open to the public until 1:00 PM. *We do allow parties to decorate the Grand Banquet Hall on the Friday before their wedding, during business hours, as long as there are no other events that day or evening.*

Event End Time: Last call for alcohol and last song should take place at 10:30pm or 11pm. All guests must be out of the building by midnight.

Friday – Saturday evenings: 2:00 PM – 12:00 AM (10 hours total). All personnel, vendors, guests and items must be off property by end time of contract.

Cancellation Policy: The total rental fee is non-refundable. If cancellation is received in writing at least 60 days prior to your event and we are able to rent the date we will refund your rental fee, minus a \$700 administrative fee. If we are unable to rent the date after cancellation, no refund will be made.

If a payment plan is put into place and the event is cancelled before payment is made in full, the full fee will be charged to the credit card on file at the time of cancellation, and the above cancellation policy will apply.

Catering:

A caterer from Summerset's Approved Caterers List must be used, if you choose not to use an Approved Caterer a fee of \$1000.00 will be charged

- If you choose to use a caterer not on the Approved Caterers List they must be a licensed caterer, show proof of insurance, and be approved by Summerset Winery
- Kitchen only available during rental times, caterer may set up prior to event
- Renter is responsible for ensuring all catering utensils and food items are removed
- No roasters may be used
- Caterers unfamiliar with Summerset Winery must visit the site at least 30 days prior to the event
- Summerset Winery will not be held responsible if the caterer cancels and no refunds will be given in the event of the caterer canceling
- Caterers must have a plan for food preparation, storage, serving, and cleaning
- Renter is responsible for ensuring the caterer removes their own trash to the dumpsters
- Renter is responsible for caterers' actions
- "Cocktail hour" appetizers or food must follow these regulations as well, OR be prepackaged. No homemade food is to be served.

Vendors:

- Summerset Winery can provide a list of preferred vendors. Summerset does not endorse any of these vendors, but is merely providing a list for your convenience
- Summerset Winery is in no way responsible for the actions of the vendors
- Vendors not on the list must provide us with proof of insurance no later than 30 days before your event
- **Flower arrangements *may not* be put together on site**

What Summerset Winery Provides:

- Banquet room set-up with tables and chairs and ceremony chair set-up – if provided by Summerset
(*If you choose to you have your ceremony under the oak tree/ in the vineyard/outside of the normal ceremony location, there is an additional \$500 fee)
- Linen and chair cover placement of chair covers or linens that have been rented from Summerset
- Kitchen for set-up only- no food preparation. Kitchen use allowed only during your contract rental times
- A designated refrigerator section will be available during the times of your event
- Four (4) 32 gallon garbage cans with liners
- Summerset Winery will provide a clean facility for your event. You are responsible for removing all items and gathering garbage into the bins at the end of your event
- A Summerset staff member will be on site until all guests are off the property
- Kegerator and installation of kegs (kegerator stays in upstairs banquet room)
- Retail/gift shop remains open until 10:00pm
- Summerset can provide water dispensers for event if requested
- Wine glasses and plastic keg cups will be provided for your beer and wine
- Summerset has available for your use:
 - (10), 8-foot rectangle tables
 - (2), 5-foot rectangle tables
 - (36), 60-inch round tables (seats 8) – 32 tables max can fit in the Grand Banquet Hall
 - (6), high top cocktail tables

You may need to bring or provide:

- Decorations
- Extension cords, all cords must be properly taped to the floor for safety reasons.
- Tableware/table service
- Someone to place and remove linens/chair covers – *if linens/chair covers not provided by Summerset*





Alcohol/Bar Service:

All wine and beer must be purchased from Summerset Winery. No outside alcohol is allowed on the property. A maximum of 3 kegs is allowed for your event. Guest counts of over 80 require a security guard. **A security officer must be on-site if there is any alcohol being served. The security officer will be arranged by Summerset and charged to the client at the rate of \$55.00 an hour.**

Summerset offers bartending service for beer & wine for your event at a rate of \$35.00 an hour per server. Summerset recommends 1 bartender for every 100 to 125 guests. You may also use your caterer, please contact them for rates.

Summerset Winery requires a \$600 minimum wine and/or beer purchase.

Non –Alcoholic Beverages may be brought in by you or your caterer. Ice will need to be provided as well. Summerset will not provide ice, bins or containers, coolers, cups, etc. Summerset will not refill dispensers, and Summerset bartenders will not serve non-alcoholic beverages.

The Tasting Room will be open from 5:00 PM to 10:00 PM the evening of your event. If you prefer a dry wedding and require that we close the Tasting Room there will be a \$1200.00 fee.

Check In Meeting:

Half way through your planning process, we ask you to come in for a quick 30 minute meeting. During this time, we will talk about the details you've arranged so far, and what still needs to be done. This is a good time to ask any questions you've had, refresh your memory on the space, make any payments, talk about costs to come, and run any ideas you are unsure of by us. This is to take place during Summerset's business hours.

Date:

Time:



Final Meeting with Summerset:

The client agrees to be present at a final details meeting with Summerset Winery no later than 4 to 6 weeks before the event. **This is to be scheduled closer to the event during Summerset's business hours ONLY.** During busier seasons, Saturday appointments may not be available. Please keep this in mind and plan accordingly. If the client is unable to attend the meeting in person they must make arrangements to schedule a video chat with their Event Coordinator in lieu of the in person meeting.

Date:

Time:

Prohibited Items:

- Roasters
- Confetti
- Sparkles
- Sprinkles
- Helium balloons
- Silly string
- Marbles
- Stones
- Popcorn
- Anything that will leave residue inside or outside, may be dangerous, or may blow electrical outlets is prohibited
- Candles must be in a container
- No tacks, nails, staples, pins, or tape on walls or outside
- All liquids must be poured out in sink prior to placing in trash
- Feathers
- Beads
- Silk flower petals
- Bubble or fog machines
- Sparklers, fireworks, firearms
- Bottle rockets or firearms
- Dance wax or other compounds on floor
- Chewing gum
- Other alcohol

Damage Fee: renter will be held responsible for any damage to building or property. Renter will be notified and the credit card on file will be charged to cover repairs/damages.

Important Notes:

Children must be supervised at all times. No underage drinking. No smoking or vaping inside the building. Summerset Winery may allow clients to tour the facility prior to your event during regular business hours. Summerset Winery cannot and will not be responsible for acts of God, inclement weather, or your change of plans. Summerset Winery will not be held liable for injuries or property damage/loss to others during this event. This includes, but not limited to: weather, personal injury, property damage, or any other incidents that may occur to any person(s) by use of the building and premises during the term of this contract. The term of the contract starts when the first representative arrives on the property and concludes when the last person leaves the property.





● **Handicap accessibility: The main floor, back patio and decks are accessible via wheelchair. However, the upper level banquet room is not handicap accessible. Please consider your guest list when making the decision on your venue.**

- Summerset must agree to the start and end times of your event. Beginning earlier or later than times agreed upon will result in additional fees
- Entertainment is permitted until one hour before your event ending time. Tear down and removal of equipment must be accomplished by the agreed upon ending time
- In case of inclement weather, Summerset Winery staff needs to know 3 hours prior to the event start time if the event will be held outdoors or indoors
- Summerset Winery Staff will not set up for the outdoor portions of your event during periods of severe weather. This is at the discretion of Summerset Winery staff
- The floor plan of your event needs to be finalized 14 days prior to your event and any changes the day of your event may incur an additional fee
- Order for beer, wine, tablecloths, chair covers, and wine glass rental along with a copy of your party/event invitation is required 30 days prior to your event
- Summerset staff reserves the right to refuse service if guests appear to be intoxicated and/or become a threat to other patrons, to themselves, or to the Summerset property
- **Deconstruction fee of \$700 may apply if removal of Summerset chairs is required due to rental chairs being brought in, if tents are brought in, or any extensive amount of change to Summerset items are required**
- **Summerset reserves the right to only discuss wedding plans with wedding couple or contract holders. To ensure accuracy and alleviate confusion, we may not coordinate with anyone other than signed on this contract.**

Breach of Contract:

- Breach of Contract fee is \$700.00. Breach of contract or any damage will be charged to the credit card on file.
- Anything listed under prohibited items
- Not out of the building by the agreed upon ending time including all guests and contractors.

Additional fee of \$500 will be charged for every 30 minutes over agreed upon times

- Excessive clean up
- Substantial damage
- Bringing pets on property (unless previously arranged)
- Exceeding 250 guests
- Smoking inside the building, guests may smoke in designated areas outside only
- Caterer problems
- Other alcoholic beverages brought onto the property (including the parking lot) and found during the event or cleanup
- Leftover decorations not picked up by the agreed upon time

Cancellation Policy:



Cancellation Policy: The total rental fee is non-refundable. Summerset cannot be held responsible for acts of god that might lead to cancellation. Cancellation must be received in writing at least 60 days prior to your event. If we are able to rent the date we will refund your rental fee, minus a \$700 administrative fee. If we are unable to rent the date after cancellation, no refund will be made. If a payment plan is put into place the and event is cancelled before payment is made in full, the remaining fee will be charged to the credit card on file at the time of cancellation, and the above cancellation policy will apply.

Summerset considers postponement on a case by case basis. Should you decide to postpone, this decision must be made and put into writing 180 days from the wedding date. Additional fees may apply depending on date and season of postponement.

Optional Payment Plan:

A payment plan must be approved by both parties and must be paid in full 180 days (6 months) before the event date. All payments are due regardless of cancellation.

Credit Card Information: Required. **

Credit card will be charged as needed unless other arrangements are made.

Name on card: _____

Signature: _____

Card Number: _____

Expiration*: _____

Security Code (3 digit code on the back of the card) _____

* must be valid past date of event

**3% charge will be added to credit card purchases

Date of Event: _____

Deposit: Full payment received at the time of reservation? ____Yes____No

Rental Price _____

Amount of deposit paid _____

Please note any discounts or promotions here:

Amount of final payment: _____

Date due of final payment (180 days prior): _____

This document becomes a legal and binding contract when signed by the renter and Summerset Winery and the entire rental fee is received. The original signed contract becomes the property of Summerset Winery and a copy will be provided to the renter.

Note: Summerset Winery is for sale. The sales contract will include that current contracts will be honored by the new owners.

Signature of Renter 1:

Date: _____

Signature of Renter 2:

Date: _____

Signature of Summerset Representative:

Date: _____