



CROWN WINERY

2017 Party & Event Rental Rental Fees for a 4-Hour Event with 200 Guests

The Entire Crown Villa & Patio	\$ 2000
Party Reserving Patio & Villa Royal Room	\$ 1750
Party Reserving Queen's Pavilion	\$ 1000
Party Reserving Barn	\$ 500
Party Reserving HRH Vineyards	\$ 500
Party Reserving Villa Coronation Room	\$ 300
Party Reserving Patio (Weekends excluded)	\$ 500

Includes:

Special discounts will be given to business events and parties
 Villa/Vineyard Security Personnel at Event
 Complimentary use of Patio Bistro Tables & Chairs
 One Hour of Tidying up Time Allowed for Host After the Event
 Detail Cleaning of Kitchen & Restrooms Before & After the event
 Two Hours of Vineyard Maintenance for Tent (Not including Tent Rental)
 Grounds & Patio Maintenance Before and After Event
 Use of Kitchen Facility
 Three hours of Decorating time & Delivery Times Before the Event
 Insect Control Sprays in Vineyard
 Ample Parking Lot for 250+ Cars

Non-Refundable Rental Deposit (will be deducted from balance fee)	\$ 250
Refundable Security Check (will be returned if no extra charges)	\$ 400

Possible Extra Fees:

Event Beginning before 6:00 pm – per hour	\$ 250
Exceeding Time Allowed for Rehearsal, Photos, event, or Clean Up - per Hour	\$ 250
Breach of Contract per Hour	\$ 250
Number of Guests exceeding 200 –each 50 persons	\$ 100
Rental per Round, Rectangular, Square Table, Pub table, or cooler	\$ 10
Rental per Round or Rectangular Cloth	\$ 10
Rental per cloth napkin	\$ 1
Rental per Brown Metal folding Chair or white plastic chair	\$ 1
Rental per White Wooden Chair	\$ 2
Rental per “Crown Winery” wine goblet	\$ 1
Crown Bartender fee for 4 hours per bartender (Gratuity not included)	\$ 100
Outside alcohol fee (allowed after one case minimum of wine purchase)	\$ 100
Decoration per table	\$ 5
Set-Up Fee for Chairs, Tables, Cloths, etc.	TBD
Any Damage to Facilities, Grounds, or Vineyard	TBD
Rentals from other companies	TBD
Rental for Serving Accessories, Utensils, Easel, Coolers, Miscellaneous Equipment	TBD

Sales tax will be added to all rental items. Tax is already included with room rental and fees.

(Prices effective as of October 19, 2013 – prices subject to change)

2017 Event Rental Policies

Rental Fees:

To confirm your date, a deposit of \$250 must be submitted with this reservation contract. The rental deposit will be applied to your 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 rental fee balance is due 30 days before the event as is the \$400 security check. The full payment of extra rentals is due 14 days before the event. If payment is not received by 30 days before the event, The Crown Winery retains the right to cancel the event and the applicant forfeits all monies theretofore paid to The 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 The Crown Winery will be forfeited unless another client can fill the date. The Crown Winery retains the right to rent the facility in the event of a cancellation. The 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 your event in such happenings.

A security check in the amount of \$400 must accompany the rental fee balance and will be 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, wines purchased, etc.)

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

Security:

Renters should access 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. The Crown Winery assumes no responsibility or liability for underage drinkers. The Winery requests that our server be responsible for dispensing all alcohol. Coolers holding beer must be behind the bar and dispensed only by winery bartenders.

Weapons are not allowed on the premises or grounds.

Although not obligatory, It is suggested 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 parties will be accepted for an extra charge per hour; however, evening parties at 6:00PM are recommended. The patio area is used by winery clientele and is difficult to close off completely for a party during normal 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. The winery will be officially closed during January, February, & March but is open for weddings, parties, wedding & winery tours, and by special reservation. Call: **731-784-8100 or 731-784-4666** for an appointment.

Deliveries:

Arrangements may 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 5 hours before the event onset.

"Tentative" Bookings:

Although we will try and contact the prospective host if another client wants the same date, a 'tentative' booking to hold a specific date for an event is not guaranteed.

The Accommodations

The Coronation Room:

The upstairs-carpeted banquet room can seat 85 persons maximum.

Tables, chairs, & 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. The Crown Winery reserves the right to adjust the plans, as needed, to allow for traffic flow and adequate seating. Caterers can use both the kitchen upstairs and downstairs. It has a sink and refrigerator if needed. Bathroom facilities can be used downstairs, however, no one must go downstairs in the Villa or outside the designated reception areas with a glass 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 but is allowed on either balcony with receptacles provided.

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 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. The kitchen in the Royal Room has an oven for re-heating only, refrigerator & ice maker & can be utilized by caterers. No one except winery personal is allowed behind the wine-tasting bar and it must not be used for coolers or storage by caterers.

The Patio:

The patio, including the driveway, 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 to suit the renter's needs. Picnic tables with benches cannot be moved by the renter to suit his/her needs, however, they can be utilized by the client. 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.

Tents can be erected in the paved driveway in front of the villa. 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 a vineyard or patio party. It can seat 100 with 12 tables, includes a unisex bathroom, a fireplace, ceiling fans, and a small bar. Although inefficient because of the large carriage doors, air conditioning is available. All tents from other sources must be rented from the Crown Winery.

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 by all guests, including the Queen's Pavilion party.

HRH Vineyards:

Tents can be set up to accommodate approximately 300+ guests. The 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 among the vines.

Automobiles are not allowed to park in the vineyard. If necessary, a golf cart or one car can be used to escort guests to and from the vineyard.

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 100 guests. It is unheated with no AC & no bathrooms. With prior arrangement, restrooms can be used in the villa for the event or portable bathrooms can be rented. The barn is not heated or air-conditioned.

Decorating:

Prior to the event, four (4) hours are provided for customer decorating in the Royal Room. A breach of contract fee will be charged if the time exceeds the allowed 4 hours. Retail items from the Royal Room will be removed four (4) hours before the event by the Crown Winery staff. Any clean up after your event must be included within one hour following the rental time period. **All items brought in by the client must be removed during the clean-up allotment time.** All tables must be cleared of trash & placed in trash cans. Any items rented from Crown Winery will be removed by winery staff.

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.**

DJ's may not use bubble or fog machines inside however, bubbles are allowed outside the facility. No ice sculptures are allowed. No fireworks of any kind are allowed in the vineyard or the area.

Decorating can be done while the retail/wine-tasting room is open for business during work hours, however the **wine-tasting bar must be kept open and available.**

If not rented by others for the day, the Coronation Room, vineyard, and/or the Queen's Pavilion can be decorated the day before and/or the morning of the event with prior permission from the Crown. Patio bistro chairs and tables can be placed by the renter in any position he/she desires on the patio or driveway.

With prior arrangements and permission from the Crown, a tent in the Vineyard can be erected, set up, and decorated the day before .

Florists should have all flowers prearranged with only final touch-ups in the winery. All flowers and décor should be removed immediately after the event.

Outside Rentals:

All outside rentals or loans of equipment (tables, chairs, cloths, napkins, tents, etc.) must be approved by Crown Winery. All outside rentals must be removed during cleanup hour and cannot be left overnight. The caterer will supply all of the china, utensil, and serving utensils and must remove them all before leaving the event.

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.

Smoking:

No smoking will be allowed inside the Crown Winery or in the Vineyard. Cigarette receptacles will be provided on the patio where smoking is allowed.

Clean Up & Set Up:

Client is responsible for the cleaning 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 linens, dishes, decoration, & all food removed immediately after the event.
- All tables, chairs, cloths, chocolate or punch fountains & catering equipment not rented from the winery must be removed the evening of the event.
- All trash 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 & clearing tables & chairs (rented from the winery) and removing our cloths from tables.
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- Cleaning bathrooms, mopping and/or 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 wine cases & some display racks in the Royal Room to accommodate the event.

Vineyard Cleanup:

Client is responsible for clearing tent of all decorations & debris, fold up tables & chairs for rental pick-up, and all trash placed in receptacles provided & carried to the dumpster.

Catering Services:

A firm approved by the winery management must cater all events. A list of referrals will be provided to you 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.
- Name, address, phone number, e-mail address of caterer. Web site optional.

Caterers not on our list or that have an expired contract with the Crown will be assessed a processing fee of \$75.00 administrative fee, which is good for one year from the date of payment. 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. No one is allowed behind the bar except Crown personal and the area must not be used for catering supply storage, coolers, etc. Caterer will assume responsibility for the kitchen, if used, and will clean afterwards. All tables and cloths must be rented through the Crown Winery and not brought in by the caterer. Napkins are optional. No roasters can be used. A microwave and oven for reheating foods only are provided. Before leaving the event, caterers are responsible for removing all foods, catering equipment, and garbage cans which contain food trash. The trash bags must be taken to the outside dumpster. If a chocolate machine is used the caterer will provide the cloth for our 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 in the oven or on top of the stove in the winery kitchen.** A microwave or oven is available for reheating foods only.

Wines and Bartending:

Only wine purchased from the Crown Winery can be served (including Champagne) & should be preordered at least 2 weeks in advance. 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 during “clean-up hour” for a full credit. If the wine has left the property, it is not returnable. Additional wines can be purchased during the event from one of the winery personnel. If wine is to be served, at least **one Crown bartender must be hired for the event** and will be totally responsible for the opening & pouring of wines and all alcohol. The Crown bartenders can serve wine, beer, and mixed drinks. No outside bartenders are allowed to serve drinks. With a minimum purchase of one case of 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 bottles or cans are allowed anywhere on the premises.** Coolers for beer are allowed behind the bar. **Kegs are no longer allowed at the winery.** Coolers with ice can be rented from by the winery or supplied by the renter. Water, juice, and colas are available for sale. **Gratuities, although not obligatory but much appreciated, must be paid directly to the staff member and should not be included in the rental payment.**

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 the Crown Winery or HRH Vineyards. If repairs or replacements 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 & paid apart 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 one week after the Event has concluded. If damages do occur, a list will be available for inspection by the client before the charges are paid.

2017 Event Rental Agreement

Renter _____ Company/Honoree _____

Address _____ City _____ State _____ Zip _____

Daytime 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 _____

Brown Folding Chairs _____ White Chairs _____ Other _____

Cloths: White _____ Black _____ Ivory _____ Red _____ Multi _____ Napkins _____ Glasses _____

Caterer/phone# _____ Band or DJ _____

Florist/Phone# _____ Photographer/phone# _____

Table Decor _____

Miscellaneous _____

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 _____
Security Deposit Received:	\$ _____	Check # _____	Date _____
Refund paid:	\$ _____	Check # _____	Date _____