**INDOOR CHECK LIST:**

**You will need to submit the following information via email anytime between the date of booking and 14 days before your event to the Events Coordinator:** **events@narcisiwinery.com****. Use this template as a guide. Copy the COMPLETED checklist to the body of an email or send back as a word document.**

**1. Wine Bar Selections:**

Which bottles of wine would you like to serve?

Would you like to offer wine slushies, mimosas, or beer?

\*All charged by consumption \*\*Guests will order these items at the wine bar and the servers will keep track of the items poured. Please visit our website for the most up to date wine list: [www.narcisiwinery.com/collection](http://www.narcisiwinery.com/collection)

**2. Menu Selections & Timing of Food:**

**Timing of the food depends on guest arrival, appetizers upon guest arrival, and the number of introductions & games beforehand. See Banquet Menu packet for available options.**

**Appetizer:** Would you like to greet guests with hors d'oeuvres upon arrival?

If so, please specify each: Small or Large Platter, # of dozen of each hors d'oeuvres.

**Time:**

**Main Course: You will choose one item from each category from the lunch or dinner buffet menus for all guests to enjoy!**

**Buffet:**Salad, Pasta, Vegetable, Starch, and Entrée

**Second Entrée Add On:**Would you like to add on a second entrée choice?

**Time:**

**Plated: Soup, Salad, Entrée, Dessert Choice Options Listed on Invitations**

**Time for Starter:**

**Time for Entrée:**

**Time for dessert:**

\*See page 13 of the Venue Information packet. \***Host to bring place cards on the day of the event\***

**Individual Dietary Restricted Meals:**

Reference page 8 of the Banquet Menu Packet for available options. Provide their pre-selected meal choices 14 days prior to the event. Place cards are recommended. Notify coordinator of any allergies.

**Hors d'oeuvres Only Events:**Please specify: Number of Small or Large Platters, Number of dozen of each, and if you would like to add the non alcoholic beverage package for $2.99 per guest.

**Time:**

Our staff will box up any remaining food provided by our kitchen. Please bring your own to-go containers for outside desserts.

**3. Arrival Time:**

**Host & Decorating Crew:**

* **12pm-4pm Event**: 11am host arrival to set up, guest arrival after 12pm
* **6pm-10pm Event:** 5pm host arrival to set up, guest arrival after 6pm
* **Sunday 5pm-8pm Event:** 4:30 host arrival to set up, guest arrival after 5pm
* **Wednesday-Thursday 5pm-9pm Event:** 4:30 host arrival to set up, guest arrival after 5pm

\*Narcisi Winery Staff is not responsible for setting up, storing, or transporting any outside desserts or decorations. We do not have designated or private parking for events. Our staff is not responsible for decorations or items left behind. Boxes used to transport decorations can be placed under gift & dessert tables, or back in vehicle until end of event.

**Guest Arrival Time:**

**Guests-**Time listed on the invitation for guests to arrive:

Guests will use the main entrance and a hostess will show them back to the room. Your server will be the main contact throughout the event.

**4. Table Linen Selections:**

**\*Food, Dessert, and Gift Tables will be covered with black linens**

**Events Serving the Plated or Lunch/Dinner Buffet:** Linen tablecloths- White or Black? Linen napkins- White or Black?

**Appetizer Only Events**: Your choice of white or black linen tablecloths. Paper napkins & forks will be located on the food table.

**Do you need a gift or registration table?**

**5. Dessert:**

**Would you like us to provide the dessert?**

If yes, specify quantity of each dessert needed:

**If no, specify which desserts you are bringing:**

(Cupcakes, cookies, or cake)

**Would you like us to supply the dessert plates and forks (No charge)?**

Feel free to bring your own dessert plates, napkins, and forks if you have a particular color/theme in mind. We provide to-go boxes for desserts provided by our kitchen. Please bring take home containers for desserts if you are sending them home with guests. Bring your own platters.

**6. Meals for Children 12 or Under:**

Reference page 8 of the Banquet Menu Packet for available options. You are only charged for children that are eating from the buffet or for individual meals. Please provide names and pre-selected meals ahead of time to ensure a smooth delivery the day of the event. **Place cards for children are recommended** ( ) Individual meals ( ) Children eating from buffet( ) Not eating

**7. Easel & Additional Rental Items:**

No charge to use easel. See attached Rental Add on form for available options.

**8. Completed Rental Agreement**:

See attached rental agreement if you have not sent in a completed form

**9. Mini Bottles For Favors:**

Did you order mini bottles?

If yes, would you like to pick them up prior to the event or store them at our facility?

Roberto will be your main contact for more information regarding mini bottles and private winery tours/tastings:  roberto@narcisiwinery.com or 724-444-4744 x 201.

**10. Estimated Guest Count:**

( ) Adults ( ) Children

**SUBMIT FINAL DETAILS VIA EMAIL BY 12PM 7 DAYS BEFORE YOUR EVENT:**

1. Final guest count: (  ) Adults and (  ) Children. Any highchairs or booster seats needed?

2. # of tables for guest seating:

3. # of guests per table (up to 8 guests):

4. Who will be taking care of the final bill:

5. Plated Meal Options- Final numbers of each starter and entree \*See attached Meal Selection spreadsheet

6. Name of Company or Guest of Honor

**Please note: The final count you submit via email 7 days ahead of the event will be the number of people you will be billed for and is not subject to reduction. If more people attend, increases and/or changes are subject to availability at additional charges. No changes after 7 day mark.**

**Kindly pass along the following information to members of the decorating crew:**

**Main Contacts:**

**Throughout Planning Process**: Sarah Karlo, Events Coordinator- events@narcisiwinery.com

**Mini Bottles & Private Winery Tours/Tasting:** Roberto- roberto@narcisiwinery.com

**Day of Your Event**: Your banquet server(s)

**Access to Space Prior to Event-** You and designated guests are able to drive around to the back of the building and enter through the brown double doors (Across from the beer garden) to start setting up. The doors automatically unlock one hour prior to the event… this means no early access.

This time frame allows the servers enough time to properly have your event set and ready to be decorated upon your arrival. Please keep in mind, the allotted 4 hour time frame includes clean up. When you arrive to set up, your server will go over the details and timing of the event. All decorations must be removed by the remainder of the event. Any items brought it by host or decorating crew must be removed by host or decorating crew. All events must end promptly and the space must be **CLEAR** at finish time.

* Full Room holds up to 8 tables- 64 guest max.
* Large Room holds up to 5 tables- 40 guest max.
* Small Room holds up to 3 tables- 24 guest max.

**Tables-** The tables are 60 inch round tables and can seat up to 8 guests. Place settings for the exact number of guests. We do not "over set" with extra chairs and place settings.

 **Doors leading outside must stay closed for the entire event/cannot be propped open**. The doors will be unlocked, so guests can step outside if needed. Please be aware, the banquet room is connected to the kitchen and the hallway is a heavily trafficked area. There may be other noise as a result of kitchen staff or members of the public in areas surrounding the rental venues. Do not open or enter the kitchen doors, as it is EMPLOYEES ONLY.

**The host is responsible to provide all necessary supplies for decorations, centerpieces, games, & prizes (Tape, scissors, vases, pens, etc) We do not have table numbers, reserved signs, customized bar signs, or food markers/labels (for hors’ doeuvres or buffet items) but you are welcome to bring your own.**

Decorating crew is responsible to transport all personal belongings to and from the rental venues. Anticipate the same amount of time for set up and clean up. Venue MUST be clear and vacant at end time. Restrooms are across the hall from the banquet room. While setting up, please dispose of trash in the garbage cans in the restroom. There will not be a garbage can in the banquet room. Water fountain near large restroom is available for flower vases.

We provide table linens. You have the choice of white or black tablecloths and napkins. You may bring your own centerpieces & decorations.

**No helium balloons- No balloons filled with confetti- No loose glitter- No confetti on any tables- No stick or wax candles (battery operated only). No paint. No straw. See rental agreement for full rental policy. If found, $100 clean up fee will be added to your bill.**

**Decorations and Centerpieces-** You may bring your own centerpieces for your event. See Rental Add On form for available rental options. Narcisi Winery Staff is not responsible to set up, store, or break down any outside decorations. Walkways must be clear at all times, and cannot be blocked by decorations, signs, tables, etc.

Balloon arches and photo backdrops are allowed. We would recommend bringing a stand or PVC arch frame for both. We do not allow any decorations to hang from our wall sconces. There is one command hook in the center of each mirror on the brick wall, and eye hooks on each side of the mirrors. We do not have or allow any hooks in the ceiling. You are welcome to hang very light weight garland from the curtain rods, using string or fishing line. No tape, hooks, or tacks. The curtain rods are 7' high.

**Desserts-** Reference the Buffet or Plated Menus for available dessert options. You are able to bring in your own cupcakes, cookies, & cake into the private rental venue. No other outside food or beverages are permitted. Our staff will cut the cake and place the individual pieces on the dessert table. We provide forks and dessert plates upon request, but you are more than welcome to bring your own paper napkins or disposable forks & plates if you have a particular theme/ color in mind. Please bring your own platters, and designate someone in your group to arrange the desserts. Local vendor information located on page 6**.** **Narcisi Winery staff is not responsible for storing or setting up any outside decorations or desserts.**

**Music-**  Light dinner music will be played in overhead speakers. We do not allow any outside music, speakers, or microphones in the large or small banquet room. Own music cannot be piped into or played through our sound system.

**Food Minimum-** There is a food minimum for each indoor rental venue. This price **does not** include wine bar items, beverages, tax, gratuity, rental items, or rental fees.

-Choose from the **Hors d'oeuvres, Buffet, or Plated Menus**. All food must be pre-selected from the banquet menus 14 days prior to the event. Our staff will box up any remaining food provided by our kitchen. Guests will not order the day of the event.

-No outside food permitted- the only exception is desserts. You will need to bring your own boxes or containers for outside desserts.

***Helpful hint to reach the desired count of each appetizer:*** Take your estimated guest count and multiply it by 2. Take that number and divide by 12. That will give you a rough estimate of how many dozen of each appetizer you will need. The small platters feed up to 25 people, the large platters feed up to 50 people. The croissants are fairly large, so 1 per person would be sufficient.

It is best to over order when serving heavy appetizers. Most of the items on our banquet menus are specially ordered and prepped the day before the event, so we could not quickly add or replenish if you run out or run low on the items.

**Non Alcoholic Beverages-**

**Hors d'oeuvres Only Events:** Water is included. You have the option to add:

Unlimited Non Alcoholic Beverages- $2.99 per person for all guests.

**Buffet Package:** Water, Lemonade, Iced Tea, Soda, and Coffee are included.

A decanter of lemonade, iced tea, and water will be placed on the wine bar. Soda and coffee by request through the server.

**Additional Tables**- **Full & Large Room**- We will provide a 72" gift table and a 72” dessert table. **Small Room-** We provide a 72” gift table and 36” dessert table. Marble Top Hutch can be used for gift baskets, favors, desserts, photos, etc. 174"L x 20"W.

For plated luncheon/dinner events, the two “buffet tables” near the TV/built in cabinet can be used for appetizers, gifts, photos, desserts, decorations, etc. The tables are stationary and will not be moved.

\*Wifi is available: **Narcisi Staff**  **Password**: narcisi2001

**Easel-**We have a lightweight instant display easel that can easily hold a cardboard or corrugated sign, up to 5 pounds. *For more details: Amazon Basics Easel Stand, Instant Floor Poster, Lightweight, Collapsible and Portable with Tripod Base, Black Steel (Supports 5 lbs).* If you have a heavy sign (with glass and/or a wooden frame), please bring your own easel. No charge to borrow our easel.

**Guest Count-**We would like to properly prepare for your event and to do so, we will need an accurate number of guests that will be attending. **The final count submitted via email 7 days prior to the event will be the number of people you will be billed for and is not subject to reduction.** If more people attend, increases and/or changes are subject to availability at additional charges.

**Provide your final guest count 7 days prior to the event:** ( )Adults, ( )Children, & any dietary restrictions/allergies

**Children's Menu- 12 years old and under:** (Individual Meals) **Chicken Tenders and Fries-** $9, **Bolognese-** $10, **Mac N Cheese-** $7, **Penne with Butter or Marinara-** $7, **Cheese Pizza-** $8 OR

**Lunch or Dinner Buffet Price-**Children 12 and Under- $12

**For The Children-** Please provide their names & pre-selected meals 14 days ahead of time to ensure a smooth delivery the day of the event. Place cards for the children are recommended.

**Wine Bar-** Charged based on consumption. You would not preorder a number of individual bottles. Select 3-5 types of wine to provide for your guests. We recommend our standard selection: Peach, Granato, Riesling, Rosabella and Cabernet Sauvignon for ultimate variety. Just as a reminder, there is no stationary bartender. Your server(s) will be more than happy to assist guests with pouring beverages (they will most likely pour the first round of drinks), but they will also be serving the food, clearing plates, refilling waters, cutting the cake, etc. Guests are able to pour their own glasses of wine. Your server will replenish any bottles that have been finished, and you will only be charged for the bottles opened and consumed. Any bottles that have been opened and poured from at the end of your event are yours to take home. You will not be charged for any unopened bottles of wine. The wines range from $15-$25 per bottle and there are roughly 4 glasses per bottle. The full wine list is available on our website: [www.narcisiwinery.com](http://www.narcisiwinery.com/)

**In Addition To Wine, We Also Offer:**

**Wine Slushies:** Peach or Black Raspberry- $7 each

**2 Local Craft Beers on Tap:**  **Firehouse Red Ale** from North Country Brewing Co. and a rotating **IPA** (Changes daily in the summer months)-$8 each

**Mimosas:** Orange juice and our sparkling Alba- $7 each

\*Charged based on consumption \*\*Guests will order these items at the wine bar through a server. Our staff will keep track of the items poured.

**Final Bill-**   No cash bar option. All food, wine bar items, and rental items will be on the main bill with 7% tax and 20% gratuity. We do not allow separate checks in the rental venues. Final bill must be paid in full at the end of the event. We accept cash & most major credit cards for payment. We do NOT accept paper checks. The rental fee is a one- time fee to secure the date. It is NOT A CREDIT and will not be taken off the main bill.

*\*Just as a reminder: We cannot allow any outside alcohol on the property (No outside wine, liquor, beer, or champagne bottles for favors or raffle baskets)*

**\*Our Mini Wine Bottles Make The Perfect Favor For Any Event!**

Choose from Rosabella (dry white), Mistero (dry red blend) $8 each
Add pictures, colors or sayings; anything you’d like!
Minimum order of 24 bottles. Please allow 5-6 weeks for processing.

Roberto will be your main contact for ordering and can be reached -roberto@narcisiwinery.com or 724-444-4744 x 201.

You can see some samples from our website by clicking on the link below.
<https://www.narcisiwinery.com/personalized-gifts>

**Local Vendors-**

Vendors must deliver ONE hour prior to the event, no earlier.

**Hearts and Flowers Floral Design Studio**

724-444-8828

[www.heartsandflowersfloral.com](http://www.heartsandflowersfloral.com/)

**Weischedel Florist & Greenhouse**

(724) 443-1400

[www.weischedelflorist.com](http://www.weischedelflorist.com/)

**One Sweet Cookie Bakery**

Email: sweets.onesweetcookiebakery@gmail.com

Phone: 412-298-7482 or 412-953-0869

Website: www.onesweetcookiebakerysweets.com

Facebook or Instagram: @onesweetcookiebakery

**Mandy's Cookie Co**

Instagram: @mandys\_cookieco

Facebook: @themandyscookieco

**Kindly pass this along to members of your group:**

1. We do not have designated private parking. Once the main parking lot fills, we direct parking across the street. Our shuttle will transport guests from the top parking lot down to the turn around near the pavilions. (The new gravel parking lot is across the property from the winery, off 910 & Mountain View Road) We do not recommend guests walk from the top lot to the winery, as it is extremely dangerous. Carpooling is highly encouraged. **Evening Events**: Please keep in mind, we do not have designated private event parking. There is a chance the parking lot may be full when you or your guests arrive

2. Limo & party buses must drop off guests in the "U"shaped turn around. No outside beverages are allowed on the property. Drinks must be left on the bus or thrown away immediately, with no consumption of said drinks on winery grounds.

3. Outside alcohol is a violation of our liquor license. We do not allow any outside beverages such as liquor or beer. **If found, we reserve the right to terminate the event immediately without refund.**

4. Narcisi Winery reserves the right to monitor the parking lot and will confiscate and dump any beverages not purchased on our property.

**We do not have table numbers, reserved signs, customized bar signs, or food markers/labels**

**(for hors’ doeuvres or buffet items) but you are welcome to bring your own.**

If you would like to customize your seating chart, please let the Events Coordinator know 7 days prior to the event- i.e. Table 1- 5 guests, Table 2- 8 guests plus highchair, etc. Please contact our Events Coordinator with any questions: events@narcisiwinery.com

