

Welcome to Narcisi Winery

Let us host your special event!



Our business is focused on the production of our expertly crafted wines, the service of our delicious Italian cuisine, and the execution of many well-planned events that complement and support our mission.

Our facility includes live music, a variety of events, wine flights, a retail gift shop, an Italian restaurant, beautiful grounds and much more. During your event, you will be renting a portion of our facility during regular business hours. Because of this, your guests will benefit from a wide range of activities and events offered to our walk-in winery guests. Due to the unique environment, we are not a rental facility, but a destination with a variety of activities taking place during all business hours. We hope that you and your guests enjoy your time here at Narcisi Winery.

INDOOR VENUE:



Full banquet room - \$250 Rental Fee
Our full room holds up to 8 round tables
for guest seating. 64 guest max.
\$500 food minimum

The tables are 60 inch round tables and
can seat up to 8 guests.

**An accordion door can split the full
room into two smaller (separate)
spaces:**

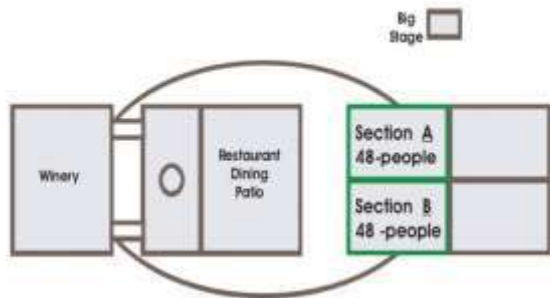
Large room- \$200 Rental Fee
Our large room holds up to 5 round
tables for seating. 40 guest max. \$400
food minimum



Small room- \$100 Rental Fee
Our small room holds up 3 round tables
for seating. 24 guest max. \$300 food
minimum

**Guests will use the main entrance and a
hostess will show them back to the room*

COVERED OUTDOOR PAVILION:



The Covered Outdoor Pavilion- Two sides available for rent:

- **Pavilion A** (left side, closer to the large field) - \$250 Rental Fee
- **Pavilion B** (right side, closer to the driveway)- \$250 Rental Fee
- **Pavilion A & B** (both sides)- \$500 Rental Fee
- Each side can hold up to 48 guests comfortably at 6 foot metal picnic tables with attached benches, 6 guests per table. (8 table maximum for guest seating per side)
- We suggest using the extra picnic tables for decorations, gifts, desserts, beverages, etc. **The extra picnic tables CANNOT be moved outside of the rental area.**
- Guests can check in at the hostess stand or follow the sidewalk (to the right of the outdoor hostess stand) to side A or B.

Food minimum-

- \$500 food minimum per side in order to rent each side of the pavilion.
- This price **does not** include wine, beverages, gratuity, tax, or rental fees.
- Please choose from the buffet and hors d'oeuvres menu (plated luncheon/dinner packages only offered inside) Clear plastic cups for beverages.
- All food must be pre-selected from the banquet menus & submitted via email to Events Coordinator **14 days** prior to the event. No outside food permitted- the only exception is desserts.
- Check the entertainment schedule on our website before your event:
<https://www.narcisiwinery.com/music-events-1>
- Be aware, there is a chance they will begin early to test the sound system.
- **Heaters?** No. **Electrical outlets?** No. **AV Equipment?** No.
- **Overhead fans?** Yes. **Overhead lights for evening events?** Yes.
- NO outside music or speakers allowed in the outdoor rental venue.
- Back half of the pavilions are open to the public (Pavilion availability: Mid April- End of October)
- Wheelchair ramp available by request. There are two steps into the pavilion.

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)

Rental Blocks:

Monday & Tuesday-5pm-9pm- 100 guest minimum

Wednesday & Thursday-12pm-4pm & 5pm-9pm
(4:30pm set up)

Friday- 12pm-4pm or 6pm-10pm

Saturday- 12pm-4pm or 6pm-10pm

Sunday- 12pm-4pm& 5pm-8pm (4:30pm set up)

What we provide: Tables, chairs, white or black table linens & napkins, silverware, water, water glasses, wine glasses, serving utensils for food provided by our kitchen, dessert plates, & light dinner music from overhead speakers.



Access to Space ONE HOUR prior to event start time-

- Host and designated guests are able to arrive **one hour** prior to start setting up, **no earlier (Except for Wednesday, Thursday, and Sunday PM events- 30 min prior)**
- This time frame allows the servers enough time to properly have your event set and ready to be decorated upon your arrival.
- Anticipate same amount of time for set up and clean up. The allotted time frame includes clean up. Decorations & personal items must be removed by the remainder of the event. **All events must end promptly & the space must be clear at finish time.**
- Various parking areas and parking lots are available for guests on a first come first serve basis. **Reserved parking for individual events is not available.** Handicap parking is available on a first come first serve basis. Allow extra time during busy days. Once the main parking lot is full, guests may park in the overflow parking across the street and be brought down by Narcisi Winery shuttle. **Limo & party buses must park off-site. Carpooling is highly encouraged.**

Food Selections- Choose from the hors d'oeuvres, buffet, or luncheon/dinner menus. All food must be pre-selected from our banquet menus & submitted to Events Coordinator via email **14 days** prior to the event. No outside food or alcohol permitted- Desserts are the only exception. **Prices and selections are subject to seasonal change. Our staff will box up any remaining food provided by our kitchen. Bring your own to go containers for outside desserts.**

Desserts: See Banquet Menus for available 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. Bring your own platters & cake stands, and designate someone in your group to arrange the desserts. **Narcisi Winery Staff is not responsible to set up or store any outside desserts.**

Cake & Floral Deliveries- Vendors may drop off items ONE hour before the event. **Narcisi Winery Staff is not responsible to set up, store, or transport any outside desserts or decorations. Host to provide to-go boxes for remaining dessert.**

No helium balloons- No balloons filled with confetti- No loose glitter- No straw or flocking- No wax candles (battery operated only). No confetti or loose items on any tables. \$100 CLEAN UP FEE WILL BE APPLIED TO YOUR BILL. Please see rental agreement for full rental policy.

Decorations and Centerpieces- You may bring your own centerpieces for your event. Please 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. Decorating crew is responsible to provide all necessary supplies for decorations, centerpieces, games & prizes (Tape, scissors, pens, vases, etc) and 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.

Additional Tables- We provide 72” tables for gifts, desserts, wine bar, and food tables (Small Indoor Room- 36” dessert table)

Dietary Restrictions or Allergy Requests- Our chef can accommodate gluten free, dairy free, nut free, vegetarian, vegan, etc. Many of the buffet choices can be altered. Please alert the banquet coordinator via email 14 days ahead of the event. *See page 8 of Banquet Menu Packet.

Non Alcoholic Beverages- Lemonade, iced tea, and water will be placed on or near the wine bar. Soda and coffee by request through the banquet server.

Buffet & Plated Packages: Included

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.

Kids Menu- Children 12 and Under
Chicken Tenders and Fries- \$9
Bolognese- \$10
Pasta with Butter or Marinara- \$7 Cheese
Pizza- \$8
Mac N Cheese- \$7

Kids Buffet Price- Children 12 and Under-
\$12
For the children- Please provide their names and pre-selected meals 14 days ahead of time, to ensure a smooth delivery the day of the event. Place cards are recommended.

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 you submit via email 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. **Submit your final guest count via email to the Events Coordinator 7 days prior to the event. No changes after the 7 day mark.**

Place settings for exact guest count. We do not “over set” the tables with extra place settings or extra chairs.

Final Bill-

- No cash bar option. All food, beverages, & 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 or most major credit/debit cards. ATM available in gift shop. We do NOT accept paper checks. Rental fee is not a credit, and will not be taken off the main bill.

For the wine bar- Charged by consumption. You will not preorder a number of individual bottles. You may select 3-5 types of wines to provide for your guests. We recommend our standard selection: Peach, Granato, Rose, Rosabella, and Cabernet Sauvignon for ultimate variety. Just as a reminder, there is no stationary bartender. Guests are able to pour their own glasses of wine. Your server(s) will be more than happy to assist guests with pouring beverages, but they will also be serving the food, clearing plates, refilling waters, cutting the cake, etc. 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

In addition to wine, we also offer:

- **Wine Slushies:** Peach or Black Raspberry (\$7 each)
- **2 Local Craft Beers on Tap:** Firehouse Red Ale & rotating IPA (\$8 each)
- **Mimosas:** Orange juice and our sparkling Alba (\$7 each)



**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) or Mistero (dry red blend) **\$8 each**

Add pictures, colors, font, or sayings; anything you'd like! 24 bottle order minimum. Please allow 5-6 weeks for processing.

Roberto will be your main contact for more information and ordering mini bottles:

roberto@narcisiwinery.com or
724-444-4744 x 201.

Private Winery Tours & Tastings are available by request only, approved through Roberto, ***subject to availability***, and must be paid at least 7 days in advance. For more information and pricing, see contact information above.

Winery Tours begin at 10:30am on Saturdays and Sundays.

EVENT CHECKLIST (Events Coordinator will send a more detailed Indoor or Outdoor checklist once the event is confirmed)

You will submit the following information via email up to 14 days before your event to events@narcisiwinery.com. Use this template as a guide & copy to email body:

1. Wine Bar Selections:

Which bottles of wine you would like to serve:

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

2. Menu Selections & Timing of Food:

Appetizer: Small or Large Platter, # of dozen of each hors d'oeuvres.

Time:

Main Course-

Buffet: Salad, Pasta, Vegetable, Starch, and Entrée for all guests

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

Time:

Individually Plated- Soup, Salad, Entree Choice Options Listed on the Invitations *See attached Plated Meal Spreadsheet

Time for starter:

Time for entrée:

Hors d'oeuvres Only Events-

Specify: Number of Small or Large Platters, Number of dozen of each

Time:

*See page 12- Paragraph 5 of Venue Information packet for quantities

Individual Dietary Restricted Meals & Kids Menu (Children 12 or under):

*See page 8 of Banquet menu packet. Provide their names & pre-selected meals ahead of time to ensure a smooth delivery the day of the event.

3. Arrival Time:

Host & Decorating Crew:

Time listed on the invitation for guests to arrive:

4. Table Linen Selections:

Events Serving Plated or Lunch/Dinner

Buffet: White or black linen tablecloths? White or black linen napkins?

Events Serving Hors D'oeuvres Only: White or black linen tablecloths? White paper napkins & forks on the hors d'oeuvres table.

Do you need a gift or registration table?

5. Dessert:

Would you like us to provide the desserts?

If yes, specify quantity of each 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)

6. Easel & Additional Rental Items:

See attached Rental Add on form

7. Estimated Guest Count:

() Adults () Children

SUBMIT FINAL DETAILS VIA EMAIL BY 12PM 7 DAYS PRIOR TO THE EVENT:

1. FINAL guest count- () Adults, () Children, & any allergies

2. # of tables for seating

3. # of guests per table

4. FINAL additions or changes to your menu & wine selections

5. Name of Guest of Honor

6. Plated meal selections- FINAL numbers of each starter, entrée, & dessert

7. Who will be taking care of the final bill

Note: The final count you submit 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. No changes after the 7 day mark.

Large Indoor Banquet Room & Full Indoor Banquet Room only

A 65" flat screen tv/monitor is available to display your presentation, pictures and/or videos. Your content can be displayed on the TV from your laptop through the HDMI cable provided (an **HDMI port on your laptop is required**). Content can also be streamed wirelessly to the TV through an *APPLE* device such as *iPhone*, *MacBook* or *iPad* (most recent models).



Please understand that we at ***Narcisi Winery*** are not technicians neither experts on connecting different devices and are not responsible for your presentation and photo/video content to work or display properly.

For this reason, please allow some extra time before your event to test your device and the connection with the monitor or consider coming on a day prior to your event to test the devices and the connection.

Outside music and small speakers: Only allowed in the FULL indoor banquet room.

Personal music cannot be piped or played through our sound system.

No DJs, bands, instruments, performers, entertainers, or dancers in any venue.

Back entrance to the indoor venue for the host, decorating crew, and vendor drop off. Pull around to the back of the building and enter through the brown double doors along the sidewalk. The beer garden and planter boxes along the creek are directly across from the banquet room doors.



2023 Narcisi Winery Banquet Frequently Asked Questions:

Can you accommodate weddings?

No. We would be honored to host your bridal shower or rehearsal dinner but we do **NOT** host wedding ceremonies, wedding receptions, or “celebration dinners” of any kind – regardless of the size. Due to our venue limitations, while keeping in mind that we are always open to the general public, we simply cannot accommodate what a “typical” wedding venue would offer including DJs, private parking, a dance floor, a quiet enough ceremony space, and other drinks other than wine or beer.

What are the time slots for events?

Our time slots vary depending on the day.

Monday and Tuesday (Exclusive events): 5pm-9pm with 100 guest minimum.

Wednesday and Thursday: 12pm-4pm or 5pm-9pm (4:30pm host arrival, 5pm guest arrival)

Friday and Saturday: 12pm-4pm or 6pm-10pm

Sunday: 12pm-4pm or 5pm-8pm (4:30pm host arrival time to set up, 5pm guest arrival)

What are the rental area options?

We have both indoor and outdoor venues available to rent. Our indoor room holds up to 64 people seated and can be divided into two separate rooms: large and small. Our large room holds 40 people while our small room holds 24 people. Our outdoor pavilion can hold up to 96 people at metal picnic tables and can be divided into two separate areas, each holding 48 people.

Are there rental fees to book your facility?

Yes, non-refundable rental fees are required for each of our venues. To be clear, this is not a deposit and will not be taken off the final bill. It is a one-time fee to secure the space.

- Full indoor room- \$250 (64 guest max)
- Large room-\$200 (40 guest max)
- Small room-\$100(24 guest max)
- Full pavilion-\$500 (96 guest max)
- One half of pavilion-\$250 (48 guest max)

What is included?

Tables, chairs, white or black table linens & napkins, silverware, water glasses, wine glasses, serving utensils for food provided by our kitchen, dessert plates, & light dinner music from overhead speakers.

Do I have to spend a certain amount to book an event?

There is a FOOD minimum for each venue. This price does not include wine, beverages, rental items, rental fee, tax, or gratuity. \$500- Each side of the outdoor pavilion, \$500-Full Indoor Room, \$400- Large Indoor Room, \$300- Small Indoor Room.

Can we bring in our own food?

You may bring in your own desserts- cake, cupcakes, cookies, etc.

No other outside food or beverages are permitted. (No chips, pretzels, trail mix, etc)

We cannot allow punch bowls or pitchers for sangria. **Absolutely no outside wine, liquor, or beer.**

If found, we reserve the right to terminate the event immediately.

How many tables for seating fit in your rental areas?

Full indoor banquet room- up to 8 tables. Large room- up to 5 tables. Small room- up to 3 tables.

Full outdoor pavilion can hold up to 16 metal picnic tables with 8 tables per side (A&B). Unused picnic tables will be used for desserts, gifts, beverages, photos, etc. **Unused picnic tables in the pavilion cannot be moved outside of the rental venue space.**

How big are your tables?

Indoor room- 60 inch round tables that can seat up to 8 guests. **Outdoor pavilion-** 6 foot metal picnic tables with attached benches that can seat up to 6 guests. Our folding banquet tables for food, wine, gifts, etc. are 6 foot. We do not have high top/cocktail tables.

Are there lights and heaters in the outside pavilion?

Yes, there are lights that will be turned on for evening events. **No, we do not have heaters. We also do not allow outside heaters to be brought in due to safety concerns. Fans?** Yes. **Electrical Outlets?** No. **AV Equipment?** No.

We want an outdoor event, but what happens if it rains?

Once you confirm your event for the outdoor venue, you are designated to that space for the allotted rental block. We do not have a "back up plan" to move your event inside due to inclement weather. This is the gamble with any outdoor event- temperature, weather conditions, insects, etc. Many factors are out of our control. Please include on the invitations that it is an outdoor event and for guests to dress accordingly. The outdoor pavilion is **covered** and will provide shelter from the elements. No pull down sides available. The sidewalks and walkways to our main building are not covered.

When do I decide on food and wine options for my event?

We need your food, wine, and linen selections & timing 14 days prior to your event. Our chef orders the food based on your final guest count provided 7 days beforehand. That is the number of guests you will be charged for the day of the event. Guests will not order the day of the event. Submit **FINAL** details via email 7 days prior to the event.

When can I come in to decorate for my event?

Your rental space will not be available for vendors and the like to set up until **ONE HOUR** prior to the event start time to decorate (430pm Wed, Thurs, & Sun) **NO EARLY ACCESS**. Decoration restrictions are listed in the rental agreement. Cake & floral deliveries may drop off items **ONE HOUR** prior to the event. **Narcisi Winery Staff is not responsible to set up, store, or transport any outside decorations or desserts.** Walkways must be clear at all times, and cannot be blocked by decorations, signs, tables, etc. Host and decorating crew are responsible to transport items to and from rental venues. Anticipate the same amount of time for set up & clean up. Venue must be clear and vacant at end time.

Do you have a microphone, projector, speaker, or AV Equipment?

No.

Do you provide linens for my event?

Yes, we provide you with the option of black or white linens and napkins for your event. You may bring your own napkins if you have a particular color in mind.

Buffet/Plated- Silverware and napkins will be at each place setting. **Appetizers Only-** There will be a basket of forks and paper napkins on the buffet table

Do you have private parking spaces for events?

No, we do not have designated private parking. **Parking is on a first come first serve basis.** Once the main parking lot fills up, we direct parking across the street. Our shuttle will transport guests from the top of the parking lot down to the U shaped 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 on the main road, as it is extremely dangerous. Carpooling is highly encouraged.

Do you only offer wine for events?

In addition to wine, we offer wine slushies, two draft beer options, and mimosas.

Can we bring a limo?

Yes, but limo & party buses must park off site. They can drop off guests in the “U” shaped turn around at the top of the driveway. 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.

How does the wine bar work?

Charged based on consumption. Guests will order at the wine bar. You will not preorder a specific amount of individual bottles. You may select 3 to 5 types of wines to provide for your guests. Your server will replenish any bottles that have been finished, and you will only be charged for the bottles opened and consumed. The remaining bottles are yours to take home. Brown bags or boxes are available. If you choose to offer beer, wine slushies or mimosas, your server will keep track of those as well. *Please keep in mind that there will not be a stationary bartender.* Guests may pour their own glasses of wine. Your server(s) will be there to assist guests with pouring beverages, serving the food, clearing plates, refilling waters, cutting the cake, etc.

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

Do you provide centerpieces for the tables?

We have centerpieces and charger plates available to rent. You may bring your own centerpieces. Be mindful of the height- You want to make sure guests can see and talk over it. We suggest 14-16 inches or lower. For outdoor events, please choose a centerpiece with a wide or heavier base.

What kind of decorations do you allow?

Feel free to bring your own table runners, battery operated candles, centerpieces, fresh flowers, photos, welcome sign, gift & wine bar signs, table numbers, reserved signs, etc. See rental agreement for restrictions. Decorating crew is responsible to provide all necessary supplies for decorations, centerpieces, games & prizes (Tape, scissors, pens, vases, etc) Narcisi Winery is not responsible for any items left behind or forgotten. Keep in mind, you have ONE hour prior to the event to set up. Anticipate the same amount of time for clean up. Venue MUST be clear and vacant at end time.

Do you allow balloon arches or photo back drop walls?

NON HELIUM balloon arches and photo backdrops are allowed. We highly recommend bringing a stand or PVC arch frame for both. The arch should be tied down or secured. Walkways must be clear at all times, and cannot be blocked by decorations, signs, tables, etc.

- **Outdoor Events:** These items must be tied down to the half wall that divides the rental venue from the back picnic area. Balloons will burst if directly in the sun. Do not use any balloons with confetti or glitter inside of them. \$100 Clean Up Fee will be applied to your bill.
- **Indoor Events:** 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. The curtain rods are 7' high. No tape, hooks, or tacks.

Do you have an easel we can borrow?

Yes, we have a light weight easel that can easily hold a corrugated sign that you can borrow, no charge. For more details: Amazon Basics Easel Stand, Instant Floor Poster, Lightweight, Collapsible & Portable with Tripod Base, Black Steel (supports 5 lbs) If you have a heavy sign (with glass and/or wooden frame), please bring your own.

Do I need to make place cards for my indoor plated event?

Yes, this is mandatory. You will be required to provide the pre-ordered food selections listed on the invitations at least 14 days prior to the event. You will submit the total number of each starter & entrée 7 days prior to the event. The host is required to create place cards with the guest name on the front of the tent card. Menu selections to be written or typed clearly on the back of the tent card. No color codes or stickers. (Starter, Entrée, Dessert, any dietary restrictions, etc) **Guests will not order the day of the event.** Please bring your own table numbers and reserved signs. *See Plated Meal Spreadsheet for more information.

How do I book and secure a date for my event?

You can book your event through our Events Coordinator. We require a completed and signed rental agreement submitted via email as well as the non-refundable rental fee payment to secure your date. We cannot hold dates.

How do I know what food to order?

Reference the Banquet Menus for available options. All food must be pre-ordered & submitted via email to the Events Coordinator 14 days prior to the event. Prices and selections are subject to seasonal change.

Tabled Hors d'oeuvres: By the dozen and by the platter

To reach the desired count of each appetizer by the dozen: 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 guests and the large platters feed 50 guests. Water is included.

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.

Dinner Buffet:

Choose one item from each category for all guests to enjoy.

You choose one salad, one pasta, one vegetable, one starch, and one protein/entree.

If you would like to add additional menu selections or a dessert, see bottom of the Buffet Menu for available options. Please indicate total number needed.

Plated Packages-

Luncheon- Served until 3pm- \$26 Dinner- Served after 4pm- Stella \$43 OR Rosabella \$36:

On the Invitation/RSVP: You, as the host, will select one starter for all guests to enjoy and give **three** entrée options. **Up to 14 days ahead of the event, you will send the Events Coordinator which items you included on the invitation/RSVP:** Caesar salad, Crab & sherry bisque, Chicken Parmigiano, Grilled Salmon, Lasagna **7 days ahead of the event, you will send the Events Coordinator the FINAL selections, along with the guest name & their individual selections on a spreadsheet:** (10) Caesar salad, (10) Crab& sherry bisque, (10) Chicken Parmigiano, (5) Grilled salmon, (5) Lasagna *See Plated Meal Selection Spreadsheet

The day of the event: The host of the event will bring place cards with the guest name on the front of the tent card. Menu selections clearly written or typed on the back of the tent card. *No color codes or stickers.

Example:

Front of the tent card: Annie **Back of the tent card:** Caesar Salad, Chicken Parmigiano, Chocolate Decadence

When do I pay for the final bill?

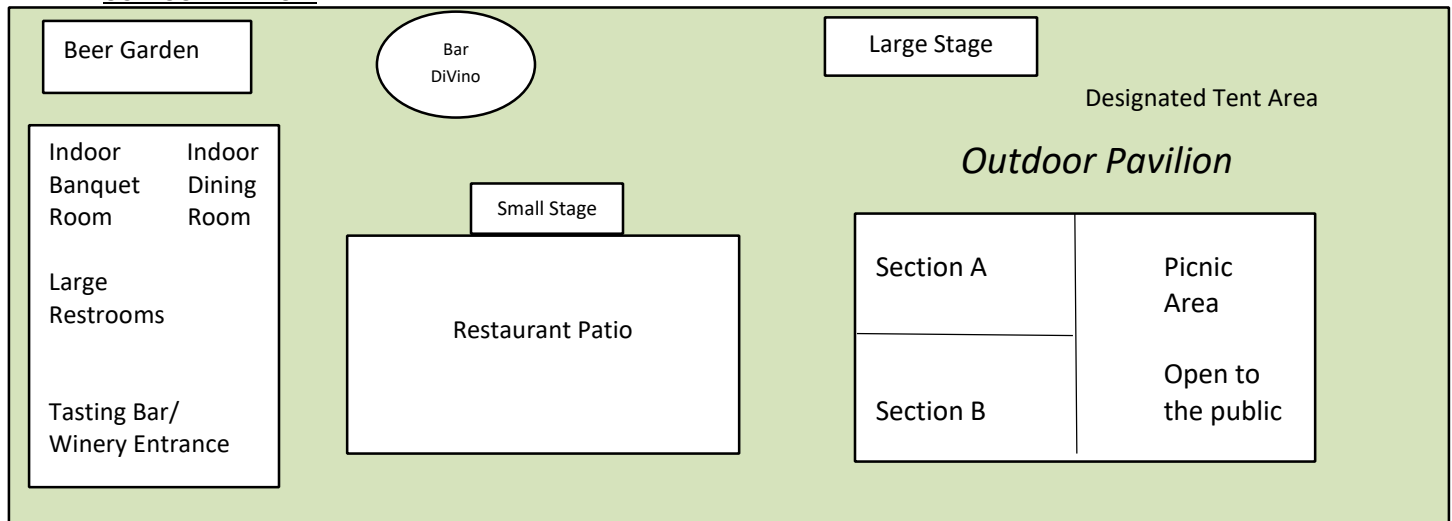
The final bill must be paid at the end of your event. All food, rental items, wine, beer, and slushies will be on the main bill with 7% tax and 20% gratuity. We do not allow separate checks in the rental venues. We do not allow the "cash bar" option. There is an ATM in the giftshop. We accept cash and most major credit cards- no personal checks. The rental fee is NOT a credit, and will not be taken off the main bill.

Facility Rental Options

INDOOR ROOM:

- **Room rental fee is non-refundable.** Full Room Rental fee: **\$250**, 64 guests max comfortably seated for dining.
- **\$500 Minimum Food Purchase** for full indoor banquet room rental. Does not include wine or rental fee.
- Room may be divided into a 40 person section for **\$200** OR a 24 person section for **\$100**
- Rental Blocks: **Wed-Thurs:** 12pm-4pm **OR** 5:00pm-9:00pm (430pm set up) **Fri-Sat:** 12pm-4pm **OR** 6pm-10pm **Sun:** 12pm-4pm OR 5pm-8pm (430pm set up)
- You may arrive ONE hour prior to the start time for set up (Except for Wed, Thurs, & Sun PM events- 4:30pm arrival to set up)
- Tables are 60 inch round tables that can seat up to 8 guests each.
- All events must end promptly and the room must be cleared at finish time.
- Live, non-amplified music is permitted inside the full indoor facility with prior approval from the Banquet Manager.
- Provided: Set-up, clean up, black or white linens, silverware, glasses, service, plate ware, wine bar.
- 65" flat screen monitor to display your presentation, pictures and/or videos (Full & large room)
- There is 7% sales tax and 20% gratuity applied to the final bill.
- Separate checks are NOT permitted in private rental areas. No cash bar option.
- All food & beverages must be provided by our restaurant. You may bring your own dessert in the private room.
- **NO HELIUM BALLOONS, CONFETTI, LOOSE GLITTER, PAINT, WAX CANDLES- \$100 CLEAN UP FEE**
- **NO OUTSIDE ALCOHOL PERMITTED AND STRICTLY ENFORCED. If found, we reserve the right to terminate event**

OUTDOOR PAVILION:



- Rental fee: **\$250** (4 hr Block) SECTION A **OR** B. **Rental fee is non-refundable.**
- Rental fee: **\$500** (4 hr Block) SECTION **A+B**. **Rental fee is non-refundable.**
- 1 SECTION: Maximum capacity: 48 people (8 picnic tables) 2 SECTIONS: Maximum capacity: 96 people (16 picnic tables)
- Rental Blocks: **Wed-Thurs:** 12pm- 4pm **OR** 5:00pm- 9:00pm (430pm set up) **Fri-Sat:** 12pm-4pm **OR** 6pm-10pm **Sun:** 12pm-4pm OR 5pm-8pm (430pm set up)
- Picnic tables with attached benches are 6 ft long and can seat up to 6 guests.
- You may arrive ONE hour prior to the start time for set up (Except for Wed, Thurs, Sunday PM events- 4:30pm arrival to set up)
- All events must end promptly and the pavilion must be cleared at finish time.
- **\$500 Minimum Food Purchase** is required for each side of the pavilion. Does not include wine bar items, rental fee, tax, or gratuity.
- Provided: Set-up, clean up, black or white linens, silverware, glasses, plate ware, service, wine bar.
- There is 7% sales tax and 20% gratuity applied to the final bill.
- Separate checks are NOT permitted in private rental areas. No cash bar option.
- All food and beverage must be provided by our restaurant. You may bring your own dessert in the private area.
- No electric power is available. Microphones, speakers, & own music are NOT permitted.
- **Be advised that there will be live music during ALL spring, summer, and fall days. Check events schedule. House music will play during all other time periods and cannot be turned off.**
- **NO HELIUM BALLOONS- NO CONFETTI, LOOSE GLITTER, PAINT, OR WAX CANDLES- \$100 CLEAN UP FEE**
- **NO OUTSIDE ALCOHOL PERMITTED AND STRICTLY ENFORCED. If found, we reserve the right to terminate event**

ALL FACILITY POLICY AND PROCEDURES RENTAL AGREEMENT

- 100% of the **NON REFUNDABLE** rental fee is required to hold the date. This is a one-time fee, not a credit.
- DUE TO STATE LAW ABSOLUTELY **NO OUTSIDE ALCOHOL PERMITTED**. If found, we reserve the right to terminate the event immediately with **no refund**. Narcisi Winery reserves the right to monitor the parking lot and will confiscate and dispose of any beverages not purchased on our property.
- Children must be under adult supervision at all times. Pets are allowed on the grassy area only. All pets must be on a leash, well behaved, and owners are required to clean after their pets.
- All events must end promptly and space must be clear and vacant at finish time.
- Decorations: Host of event may arrive up to 1 hour prior to the event to decorate (30 min prior for Wed, Thurs, and Sun PM events) Tear-down time must be included in the rented time frame. Tape, tacks, staples and/or wire are NOT permitted for attaching decorations in any of the facilities. Ribbon and zip ties may be used for attaching decorations in most areas of each facility. **CONFETTI, LOOSE GLITTER, PAINT, HELIUM BALLOONS are strictly prohibited. \$100 CLEAN UP FEE.** The renting party must remove all decorations by the conclusion of the rental and is responsible to return the rental space back to its original condition. Narcisi Winery Staff is not responsible to set up, store, or transport any outside decorations or desserts.
- Smoking is NOT permitted inside any of the facilities, indoor or outdoor. Outdoor smoking must occur at least **15** feet away from any facility entrance and must use proper disposal in receptacles.
- Own music is permitted inside the full indoor private banquet room with prior approval from the Banquet Manager. No small/large room.
- Own music is **NOT** permitted in the outdoor facility due to the close proximity of other outdoor guests.
- Various parking areas and parking lots are available for guests on a first come first serve basis. Reserved parking for individual events is not available. Handicap parking is available on a first come first serve basis. Allow extra time during busy days. Once the main parking lot is full, guests may park in the overflow parking across the street and be brought down by Narcisi Winery shuttle. Limo & party buses must park off-site. Carpooling is highly encouraged.
- Menu prices and selections may change throughout the year.

- Guests will exhibit appropriate conduct on Winery premises as well as around adjacent buildings and parking lots. Failure to comply with any reasonable requests by staff or regarding Winery fixtures and equipment, noise volume or conduct may result in the immediate termination of the event and/or the removal from the premises.

By signing this document, I acknowledge and agree to the following:

- I have read and understand *Narcisi Winery* Facility Rental Policy, Banquet Information Packet & Checklist in its entirety.
- Though I have rented space at *Narcisi Winery*, I have not rented the entire building/facility and the remainder of the facility will be open to other guests during the event.
- I understand there may be other noise as a result of the surrounding live music performances, kitchen operations, and members of the public present in areas surrounding the outdoor facility and outside of the rented indoor space.
- I, as the renting party, shall have sole responsibility such that the event is orderly, contained within the agreed upon rental area(s), does not interfere with other facility rental events and activities or cause public disruption.
- I will uphold all Pennsylvania liquor laws and will not serve alcohol to the guests of my event if they are under 21 years of age, or visibly intoxicated.

I, as an authorized representative of the renting party shall, to the extent permitted by law, indemnify and hold harmless *Narcisi Winery* and their employees, representatives, agents and assign from and against claims, damages, losses, and expenses, including but not limited to attorney fees, arising out of or resulting from the Renter's event(s). *Narcisi Winery* will not be held liable for injuries or property damages/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 the 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.

PRINT NAME OF MAIN CONTACT:	NAME OF COMPANY/GUEST OF HONOR:
PHONE NUMBER OF MAIN CONTACT:	EVENT DATE:
SIGNATURE:	BLOCK TIME:
DATE:	RENTED AREA:
TYPE OF EVENT:	APPROX GUEST #: