**Botham Vineyards & Winery**

**Guidelines for Caterers**

We welcome our customers to cater events at Botham Vineyards & Winery, providing both outdoor and indoor spaces for this use. Please review the following list of expectations we have for 3rd-party caterers using our facilities and contact us with your questions (608.444.1101 or info@bothamvineyards.com). We look forward to working with you.

**Kitchen Facilities.** Our tasting room has a 3-basin stainless-steel sink, hot and cold water, four standard electrical outlets, and modest counter space. We **do not** have a food disposal and cannot allow food pieces to be washed down the drain as it will negatively impact the septic system. Hot food must be brought to and maintained at temp by your staff using your equipment. Outdoor grills may be acceptable; contact us for details.

**Trash.** Caterers are responsible for packing out trash and recycling.

**Place Settings and Linens.** We do not provide place settings or glass stemware. We expect customers to provide their own or arrange for catering to provide them. Our outdoor tables are patio furniture in rounds and ovals. Our indoor tables are banquet rounds (72”) for which we will provide tablecloths if desired. All additional linens must be provided by the caterer or other third-party source.

**Tables and Chairs.** We have only a limited number of extra tables and that can be used to expand food service at events. If you will require tables for your prep or serving, you are responsible for providing them.

**Fire.** Our indoor facilities are housed in a barn that is more than 100 years old and could easily be destroyed by fire. We prohibit the use of open flames (e.g., sterno) in and near the barn. Candles are also prohitibed.

**Arrival and Setup/Tear Down.** Please notify us of your planned arrival time. Someone will be available to guide you to the event space; you are responsible for setup and tear down and for returning the space to its original arrangement before departing. A $100 fee will be imposed if the space is not returned to its original arrangement.

**Botham Vineyards is a smoke-free facility**, buildings and grounds. We do not permit carry-in alcohol. Pets are not allowed on the grounds. No exceptions. Certified guide animals are permitted.