

# 2024 Rental Form



**Castle Finn Vineyard & Winery, Inc.**

**1288 N. 1200th St.**

**Marshall, IL 62441**

**217-463-2600**

*Email Sonya:*

info@castlefinnwinery.com

We are happy you have chosen to have your special event at our facility and we will do everything we can to make everything run smoothly. The agreement is to clarify what we are and not able to provide for your event.

On behalf of Castle Finn Vineyard & Winery, Inc., we wish you all the best!

## Event Information Profile

Today's Date : \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ SET UP TIME: \_\_\_\_\_

START Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_ Which Package Do you Choose: \_\_\_\_\_

Event Type: \_\_\_\_\_ Amount of People: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Open or Cash Bar: \_\_\_\_\_ Open Bar \$ Limit: \_\_\_\_\_

Open Bar—Wine, Beer, Mixed drinks, Shots, Non-Alcoholic - Circle all that apply

Special Alcohol Requests: \_\_\_\_\_

Castle Finn Winery Rental Policy: (Prices subject to change without notice)

Friday & Sunday Hourly Rental Fee: before 6pm: \$125.00 per hour Rental Fee after 6pm: \$175.00 per hour. Includes: Tables & chairs indoors, 1 hour free to set up, and 30 min to tear down. \*excludes weddings and receptions. This is meant for showers, birthday parties, reunions, business meetings, Christmas parties. Any party extending 15 minutes over the contracted time will be charged a full hour's additional fee. No Prorated partial hours. Does not apply to below packages.

**(Pay in full with CASH only, get 15% off, choose which package below)**

**Below are packages to choose from, they do not include alcohol. Alcohol ranges from \$3-\$22.**

**Package #1:**

Basic Package indoor only includes: tables, chairs, off white linens for tables, one bartender for wine, and one bartender for beer side

1 day rental: \$1350.00 from 10am to end of your event

2 day rental: \$1950.00 (6 hours on previous day and 1 day rental)

Set-up times between noon-6pm, 1-7pm, 2-8pm, please choose 1

3 day rental: Clean up day—\$2500.00 cleanup starts at noon and must be completed by 5pm. Must sweep & mop

**Package #2:**

1 day rental: \$1600.00 everything package 1 offers plus clean up fee

2 day rental: \$2200.00 everything package 1 offers plus clean up fee

**Package #3:**

1 day rental: \$1700.00 everything in package 1 & 2, plus extra bartender.

2 day rental: \$2300.00 everything in package 1 & 2, plus extra bartender.

However, if you choose to do an Open bar, the extra bartender will be mandatory extra \$100 added on package 1 or 2.

**Package #4:**

\$4500.00 : this is if you do not want any alcohol served. Only non alcohol drinks will be sold by us. Nothing can be brought in.

**Package #5 Private rental:**

1 day rental: \$6000.00 includes packages 1, 2 & 3, plus we close down to the public that day

2 day rental: \$6600.00 includes everything that 1 day rental includes plus 6 hours day before to decorate..

**ALL PACKAGES INCLUDE:** (25- 5ft Round and 8 -6ft Rectangle tables)  
Indoor only Tables/chairs and 1 bartender for each wine and beer bar)

**\*\*\*No Bar Minimum**

**\* No Kegs**

**\*Mandatory extra bartender for Sorority/Fraternity events**

**Mandatory extra bartender is \$100.00 Flat Fee for Open Bar**, recommended if you know your guests like to drink. Often there is a line and your guests will have to wait a while if only one bartender is working.

**Package Add ons:**

Kitchen Fee: \$250 (still share with winery staff) ~8am decorating fee: \$150

~Off—White Chair Covers—\$2.50 each ~ Wine glasses at each place setting: .75 each

All sales end at 11:30pm, every guest is to leave by midnight or per your entertainment end time. Please plan this with how long your going to have your DJ or Band play. ONCE THE BAND OR DJ QUITTS, he/she is packing up,

**NO ALCOHOL IS SERVED, AND IT IS TIME TO GO HOME.**

Note: During open hours, there will be customers coming and going. Any party must leave walk-in traffic area open as well as some parking available, the patio and tasting room must be left open for normal guests to sit during their visit with us.

\*\*\* Tasting room may be used for your food line before closing hours ONLY! Other tables can not be moved out, or anything else set up until after 6pm. \*\*\*\*\*If you have a photobooth, you MUST wait until after 6pm to set up in tasting room. No exceptions, unless you booked us for a private event, where we close to the public for the day.

\*\*\*The Patio may be used as well during business hours, but our tables and chairs stay in place, can not be moved or used for ceremony seating.

\*\*\*You must rent you own tables and chairs for outside, our folding chairs and tables stay inside.

\*\*\*ALL CLEAN-UP IS COMPLETED BEFORE YOU LEAVE FOR THE NIGHT—THAT INCLUDES OUTSIDE.  
(Exceptions: unless you booked the 3 day event)

Rehearsal are Free of charge as long as they are performed outside (anytime) or before 6pm indoors. As long as there is not an event the evening before. Please check with Sonya (217-712-0253 text before 8pm and after 8am)

1. Wine Purchases: 10% off 12 or more bottles mix or match. No discounts on beer or hard liquor.
2. Catering: Your Choice, but they must have prior approval from Castle Finn Winery & liability Insurance. If you use kitchen to prepare the food yourself, there will be an additional charge of 200.00 for the day. Kitchen is shared with winery for daily operations.
3. Entertainment: Must have liability insurance. Note: Once the DJ quits the party is over. No exceptions, this is clean up time, and alcohol is no longer served. DJ must announce 30 minutes before party is over to make last call.
4. Alcohol: We can have beer & liquor available day of event. All alcohol must be purchased at winery, ABSOLUTELY NO ALCOHOL BROUGHT ONTO PREMISES Any outside alcoholic beverages will be confiscated and not returned. We are licensed exactly like a bar and are the only entity that can distribute alcohol on our premises. If we see you going to the parking lot and sneaking in alcohol, or drinking by your vehicle, you will be subject to paying a fine of \$250.00!!! You may choose to do either Cash Bar (guests pay their own) or Open Bar (you put so much \$ down for your guests to drink on you) ***\*\*Open Bars—Please tip your bartenders, (guests don't tip on open bars like they do when they have to pay) please keep that in mind.***

\*\*If anyone from your bridal party is caught with alcohol not purchased from us, there will be a \$250.00 Fine that must be paid day of your event by the person that signs this contract. If anyone else is bringing in their own drinks of any kind, this goes for fast food cups, polar pop cups, any drink that is not purchased from us, can not be brought inside. If you did not purchase from us, you can not bring it in! Signs are posted outside and inside that the fee is \$250.00 fine.

***\*\*EXCEPTION: if you re-arrange with Sonya in advance, you may supply pop and water for your guests.***

Please sign that you understand the **\*\*NO DRINKS OF ANY KIND ARE ALLOWED\*\***

**Signature Name:** \_\_\_\_\_

5. Seating: 128-136 (16-17 round tables of 8) people with a Dance floor in Banquet hall. 200 people Maximum capacity, with no dance floor in Banquet hall, tables can be removed after dinner to allow for space for dance floor. (extra bartender helps with this, and must have 2 bartenders if you plan on having more than 136 people, as we do not leave the bar unattended)

6. Decoration Rules: Real Candles must be in a container. (If wax drips on our chair covers, pen marks or anything we can not get out an additional fee of 25.00 tablecloth & 10.00 per chair cover.) You will be charged either after event or that night. This is the fee that we take to the dry cleaners, and money will not be returned.

~ Absolutely no glitter (not even glitter on decorations), NO table Confetti OR outside confetti

~No Confetti in balloons,

~No loose glass or loose plastic jewels

~No artificial loose petals for flower girls, they must have real loose flowers.

~You may decorate mantel. This is the only thing you may put tape on.

~Absolutely nothing taped, stapled, tacked to our walls.

~Nothing can be hung from the chandeliers ,

~ Wreath stays on the fireplace,

~Curtains stay in place.

~We do not let you borrow our ladder, you must bring your own.

~No decorations on the alcohol bars. We need to leave room for our signage.

~Outside tables and chairs must stay on the patio & the tasting room for our regular customers to have a place to sit during our normal business hours during that day. They can not be moved off patio.

\*exception: must book for private event to be able to use these

7.Cake, Floral, Decoration deliveries & Wedding favors: A designee from the wedding party must be present to receive delivery of bakery, floral, and decoration items for your wedding. Cakes should not be delivered earlier then 3-4 hours before a reception and we do not provide refrigerated space for cake storage and do not move and setup cakes, that is the responsibility of the bakery vendor. \*\*Wedding favors for your guests can not contain alcohol, unless you purchase through Castle Finn Winery and we will leave at a bar so we can card everyone that will receive it.

8. **Clean-up:** All glass bottles must be returned to a bar, all liquids must go in a container, and All decorations inside/outside must be cleaned before leaving for evening & Tables/chairs cleaned & stacked back on carts, floor swept & mopped. **If you do not wish to clean, just take your decorations and leave, charge of 250.00. If you hire outside vendor, check with them, as most do not do any cleaning, but take their decorations and leave.**

9. Damage Policy: We will assess damages (if any) after event, if assessed a fee will be charged.

10. **Payment & Cancellation: Deposit of one-half of rental fee must be paid at time of reservation.** **\*\*Balance is due two weeks before event.** We accept Cash, Check, Visa, Mastercard, Discover. If a check bounces, a fee of \$35.00 will be collected. **DEPOSITS ARE NON-REFUNDABLE. No exceptions.** Even due to Covid-19 or any other illness due to mandatory shut downs, we will not refund your deposit, You will be able to move your date once with no penalty. If you cancel, any other excuse not mentioned above and you cancel a scheduled event less then 60 days before the event you will be required to pay the entire amount of the event (The only time you can move a date not related to a mandatory shut down is if Bride or Groom only are on mandatory quarantine. Must have a DR NOTE to postpone your event. This is within 14 days prior to the event. Since that is when you are suppose to be in quarantine with a DR NOTE. Otherwise, event will go on. No refunds will be issued.) Cancellation form must be signed by all parties.

**11. Conduct:** In the effort to provide an enjoyable safe environment for all our guests we reserve the right to ask guests to leave that are wearing indecent attire, exhibit nudity, behave violently, vulgarly or offensively toward others. The police may be asked to intervene at our discretion and no refunds will be granted if a group is asked to leave because of the afore-mentioned issues.

**\*Underage Drinking:** We have a zero tolerance policy for underage drinking as per Illinois State law and we will enforce the legal drinking age of 21. If we find underage guests are being given alcoholic drinks by family and friends those giving drinks to minors and the minors will be asked to leave. Please understand this is the law and it will be applied to all event guests even members of the wedding party may be asked to leave should this occur.

**\*Right to Refuse Service:** We reserve the right to refuse service of alcohol to any person we deem to be inebriated. We want to provide a safe and fun event for everyone and picking up a car the day following an event is a small inconvenience for a friend's safety.

**12. Marriage License:** We are located in Edgar county, so the Paris, IL courthouse is where you would need to go.

13. The only place to get ready is the bathrooms. All other rooms have camera's. If bride wants to hide from groom, she may use the production room, but only 3 people are allowed back there at all times. No Exceptions.

**LIABILITY INSURANCE**

14. BUSINESSES: Cupcakes, Photographer, Wedding Planners, etc. Anyone that you hire to assist with your wedding/reception or any event booked with us, this includes family. They Need to have liability insurance on file here at the winery. See attached paper for approved vendors

If your family or a friend (PAYING THEM) does any part of the food, DJ, cake/cupcakes, Photographer, decorations, etc. we as "Castle Finn Vineyard & Winery, Inc." are not responsible for your products or equipment malfunctions of any sort. We "Castle Finn Vineyard & Winery, Inc." do not have any liability responsibility for any and/or all unforeseen events. (IF YOU ARE NOT PAYING THEM \$\$ THEY DO NOT NEED INSURANCE, UNLESS THEY HAVE A BUSINESS, THEN THEY NEED TO SUPPLY US WITH LIABILITY INSURANCE (COI).

Thank you for choosing Castle Finn Vineyard & Winery, Inc. for your special event.

Sign and date to indicate your agreement to all points in this contract:

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Initials of Staff \_\_\_\_\_

Payment: Cash, Check, Credit Card

Amount paid at the signing of this contract: \_\_\_\_\_