



WINERY RENTAL AGREEMENT

RECEPTION & WEDDING RENTALS

2011 - 2012 RENTAL RATES

GENERAL WINERY RENTAL POLICIES

Weddings and receptions are some of the most exciting events that we do here at the Winery and we are pleased to be able to be a part of so many wonderful milestones in peoples' lives. For these events, you can rent the entire winery or, for small weddings/receptions, half of the winery. To comfortably accommodate your guests we have set guidelines on the number of guests each space can hold. The maximum number we can accommodate for any event is 275.

Please see the various options and packages available for your special event below:

BASE RECEPTION RATES

Table with 4 columns: Type of Rental, Peak Season (May 1st - December 31st), Off Season (January 1st - April 30th), and Max No. of Guests. It lists two rental options: Full Winery Rental (2nd Floor, 3rd Floor and Tasting Bar) and 2nd or 3rd Floor Only w/ Tasting Bar.

INCLUDED IN BASE RECEPTION RENTAL:

- Exclusive use of the non-operational parts of the Winery. This includes use of rooms on the second and third floors of the Winery (eg. Tasting bar, kitchens, apartment, elevator)
- Use of the Winery on the day of your event from 6:00 pm - 11:00 pm. If additional time is required, please see our additional options pricing below. Also, please note that the winery WILL stay open for business until 5:00 pm on the day of your event.
- Access to the Winery the day prior or the morning of your event for decorating. This time will need to be agreed upon in advance with a member of the Rosemont staff. Rosemont also reserves the right to delay adding decorations until closer to the event. If that is the case, Rosemont will do the decoration with instructions from the client and at no additional cost.
- Use of all of Rosemont's tables, chairs, glasses and white linens. We currently have the following:
- 100 - white folding chairs
- 10 - 5' round tables
- 10 - 6' rectangular tables
- 3 - 8' conference tables
- white table linens for all tables
- 10 wine barrel cocktail tables
- Glasses - Wine glasses, 100 water glasses, 100 pilsners and 100 champagne flutes
- Set-up and take down of all Rosemont's table and chairs.
- Normal clean-up after the event.
- Three Rosemont Winery Staff Members during your event.

Any special arrangements must be detailed in the rental contract, including those options listed below.



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CEREMONY RATES (IN ADDITION TO THE BASE RECEPTION RATE)

Type of Ceremony	Rental Rates	Max No. of Guests
Indoor*	\$250	100
Outdoor**	\$350	275

*For Indoor Ceremonies we can only accommodate 100 guests comfortably, beyond that number your guests will not have a good view of the ceremony and we recommend an outdoor ceremony.

** For Outdoor Ceremonies a backup plan must be in place in the event of unfavorable weather.

INCLUDED IN CEREMONY PRICING:

- Bridal party will have exclusive access to the bridal suite beginning at 4:00 pm to prepare for the ceremony.
- 1 hour rehearsal on Friday evening.

Any special arrangements must be detailed in the rental contract, including those options listed below.

ADDITIONAL OPTIONS

Miscellaneous Fees	Fee	Description
Additional Time	\$150/hour	Any time after 11 pm. Quotes for earlier start times are available.
Additional Guests	\$150	For parties greater than 150 guests and up to 275, which requires extra staff to work the event.
Tent Set-up	\$150	If you'd like to put up a tent outside for your reception, we will work with you and your company to arrange set up times, logistics, etc. Tent, dance floor, etc to be procured by renter.
Rental Chair Set-Up	\$.50/chair	Setting up and taking down additional rental chairs
Rental Table Set-Up	\$2/table	Setting up and taking down additional rental tables.
Bridal Luncheon	\$150	Use of the Gallery area prior to your event (Friday or Saturday) for a bridal luncheon. Will include tables, chairs, glassware and linens. Two hour maximum.
Bridal Portraits	\$50 w/ Ceremony	Use of the Winery and Vineyards for Bridal portrait sessions.
Associated winery rentals	10% Discount	For example, rehearsal dinner, wedding showers. Receive a 10% discount on room rentals.



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RENTAL FACILITIES AND GUIDELINES

- For the comfort of our guests, we require full winery rental for all weddings and for any other events with over 100 attendees. Full winery rental includes exclusive use of the non-operational parts of the Winery. This includes use of rooms on the, second and third floors of the Winery (eg. Tasting bar, kitchens, apartment, elevator).
- The maximum internal capacity of the Winery is 275 guests. We can only accommodate 125 for sit-down dinners. For events exceeding this amount, renter will need to make use of outdoor areas and plan accordingly. In this case, we recommend renting a tent from a party rental company.
- Rosemont Winery will provide wine glasses at no additional charge.
- Any special arrangements must be detailed in the rental contract.

DEPOSITS, FEES AND CANCELLATIONS

- A 50% deposit is required at initial contract signing to hold the date requested. This deposit shall be applied to the balance of the rental contract.
- The remaining balance is required one week prior to your event.
- Regardless of payment method, a valid credit card number must be provided to hold the rental date and to cover any incidental fees.
- Cancellations will result in forfeiture of your deposit. In the event that Rosemont Winery is able to rent that date, 80% of your deposit will be returned.
- Normal clean-up charges are included in the rental price. Any excess cleanup costs are your responsibility and will be billed to you at \$30.00 per hour.
- It is the renter's responsibility to pay for any damage to the Winery building (in excess of normal wear and tear) or its furnishings, including art work. Replacement materials will be charged at cost plus 15%; Rosemont Winery labor at \$30.00 per hour; outside contractor services will be cost plus 10%.
- It is the renter's responsibility to pay for any breakage or loss of wine glasses and/or any merchandise. Items will be documented and charged at retail cost.
- Rosemont Winery will charge \$150.00 per hour (or fraction of an hour) if the event goes past 11:00 pm.

FOOD SERVICE

- No full-service kitchen is available for rentals; however we do offer two caterer's kitchens. We can provide a list of caterers for your reference. You may contract with any caterer or provide your own food.
- If a caterer has not previously done an event at the winery, we would like the caterer to meet with Winery Staff prior to the event to become familiar with the facility.
- Grilling is only permitted by an insured caterer using a propane grill.
- Ice must be provided by renter or caterer and is not available on premise at Rosemont Winery.
- Your caterer must provide proof of current liability insurance coverage, including a policy renewal date.
- The caterer's set up and cleanup time must be agreed upon in advance with a member of the Rosemont staff.
- Caterer is responsible for ALL set-up and clean-up associated with the event. The renter will be billed for any additional clean-up or food removal should the caterer not meet this requirement. The labor rate is \$30 per hour.
- It is the responsibility of the caterer to bus tables during the event, including glassware provided by the winery.
- It is your responsibility to notify the caterer of the regulations laid out in this document.

Rosemont
of Virginia
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SMOKING POLICY

- The entire winery is a non-smoking area. Smoking is permitted outside only. This policy is strictly enforced.

WINE & BEVERAGE SERVICE

- We will provide sufficient staff members to serve wine for your event.
- The Winery does not guarantee the selection of wine available for the rental, especially for an event scheduled months in advance. To ensure the necessary selection of wine for the rental it is recommended to purchase wine at an earlier date, which we can hold in our warehouse.
- All wine purchased by renter for their event is priced at a 15% discount from regular retail rate. However, if a cash bar is desired, standard winery prices will apply. We can assist you in selecting wine for your event if this is the case.
- In accordance with state law, we will not serve any guest who in our sole judgment appears to be intoxicated, nor will we allow any wine to be served to minors who may be in your group.
- Only *Rosemont of Virginia* wines can be served, except Champagne for a Champagne toast.
- Non-alcoholic beverages must be provided by renter and/or caterer, including cooler and ice.
- Other alcoholic beverages (beer, liquor) can be served at evening events by your caterer. Caterer or renter must obtain their own ABC event license. We can assist you with submitting your ABC license. ALL beer and liquor should be removed immediately after the event, and by noon of the next day at the latest.
- We only allow beer to be served via bottles or cans – no kegs will be allowed.
- Rosemont Winery prefers to serve any beer provided at our tasting bar, by Rosemont staff. The serving of any liquor will be the responsibility of the caterer.
- Beverage services must end 30 minutes prior to the end of your event. We can make an announcement for your guests to notify them at that time.

DECORATIONS

- Decorations must be kept within the agreed upon rental space.
- Please be aware that the winery will be open for general business until 5:00 pm on the day of your event. Rosemont Winery is not responsible for any damages incurred during this time.
- All winery premises may only be decorated in a manner which in our judgment does not damage the facilities. No nails, tacks, staples, pins or tape may be used on the walls, ceilings or deck.
- No confetti or similar substances will be allowed. Candles may only be used with glass globes. Please consult with us in advance regarding decorations to avoid problems.
- Any artwork located on the walls may not be removed and are considered an extension of the winery.
- Flowers must be arranged prior to arriving at Rosemont. We can hold pre-arranged flowers overnight in our Warehouse area, but arrangement of the flowers will not be allowed on premise.
- We reserve the right to remove or modify any aspect of decorations or entertainment, which we feel in our sole judgment, poses a safety risk or nuisance to your guests or the general public, or which any of our employees or we believe is inappropriate.
- It is the responsibility of the renter to remove all decorations after the event (midnight at the latest) or by 11:00 am the following day. If you are not able to meet this requirement, Rosemont Winery reserves the right to remove the decorations and charge the renter for the time it takes.



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RENTAL ITEMS

- If required, renter will need to use a party rental company to bring in additional tables, chairs, linens, tents, dishes, glasses, silverware and centerpieces for your function. It is the renter's responsibility to secure and coordinate this activity. For coordination purposes, the winery will need the name of the rental company, a contact and phone number.
- A floor plan which outlines where tables, chairs and dance floor, if applicable, are to be arranged for your function must be provided to the Winery 2 weeks prior to your event date.
- If set-up of rental tables and chairs will not be completed by your caterer, Rosemont of Virginia can assist in this task for an additional fee.

MUSIC AND ENTERTAINMENT

- You may bring in your favorite CDs, iPod or MP3 player for our staff to play for your guests. Sirius satellite radio is also available.
- You may hire appropriate entertainment for your event if you choose.
- All musicians and/or D.J.'s must cease playing by 11:00 pm. This will allow time for musicians and/or D.J.'s to dismantle their equipment and be off the premise by 11:30 pm. Additional time will be billed if musicians/D.J.'s and guests are not off premise by the agreed upon time.
- D.J.'s may not use a bubble machine or fog machine.

CLEANUP

- You or your caterer will be responsible for cleaning up at the end of the festivities.
- Tables must be completely cleared; trash must be collected from all wastebaskets and removed to the dumpster.
- The caterer's preparation area must be cleaned.
- We will provide replacement trash bags for wastebaskets and will be responsible for washing our glasses.
- You will be responsible for paying for any of the above cleanups which you do not perform, as well as any non-routine cleanup following a rental. Such charges will be billed to you at the rate of \$30.00 per hour.
- For Saturday evening rentals only, and if the facility is not rented the following Sunday by another renter, the Saturday evening renter has between 8:00 am – 11:00 am on Sunday to remove all items from the Winery.

ADDITIONAL INFORMATION

- Absolutely no weapons or firearms are allowed on Rosemont Winery property.
- Rosemont Winery staff members have the authority to contact law enforcement officials, if necessary, to protect Rosemont Winery and personnel.
- Rosemont 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.