



WINERY RENTAL AGREEMENT

GENERAL WINERY RENTALS
2011-2012 GENERAL ROOM RENTAL RATES

WELCOME TO ROSEMONT

The Rosemont of Virginia Winery is committed to excellence, innovation and hospitality. Our primary mission is the development and production of high quality wines. We are pleased to share the tranquility and natural beauty of our site with you and your guests for your special event.

GENERAL ROOM RENTAL POLICIES

All non-production Rosemont of Virginia Winery space is available for rental Monday-Saturday from 10:00 am-11:00 pm and Sunday 1:00 pm-11:00 pm. When you sign a rental contract with us, you will be required to comply with the following requirements and procedures. Please be sure to read them carefully before signing the contract.

PEAK SEASON RATES PER HOUR

(May 1st - December 31st)

Table with 4 columns: Winery Room, Capacity, During Operating Hours, After Operating Hours (6pm). Rows include Sun Room, Gallery, Meeting Room, and Entire Winery.

* Includes tasting bar area

OFF-PEAK SEASON RATES

(January 1st - April 30th)

Table with 4 columns: Winery Room, Capacity, During Operating Hours, After Operating Hours (6pm). Rows include Sun Room, Gallery, Meeting Room, and Entire Winery.

* Includes tasting bar area

Minimum of 2 hours rental time required.

Included are tables, chairs and linens

You have an addition of 1 1/2 hour prior for set-up and 30 minutes after for clean-up.

Payment for wine served at the event must be made that day or prior to that day.



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DEPOSITS, FEES AND CANCELLATIONS

- An initial deposit of 50% is required at contract signing to secure your date. This deposit shall be applied to the balance of the rental contract.
- The remaining balance is required one week prior to your event.
- Cancellations made less than 30 days prior to your event will result in forfeiture of your deposit.
- Repairs and cleanup costs are your responsibility and will be billed to you at \$30.00 per hour.
- A valid credit card number must be provided to hold the rental date and to cover any incidental charges. We will review any additional charges with you prior to charging your card.
- If the rental exceeds the time period detailed in the contract, the additional time will be your responsibility and shall be billed in half hour increments.

RENTAL FACILITIES

- Rosemont Winery will provide wine glasses at no additional charge.
- Any special arrangements must be detailed in the rental contract.
- Attendance of more than the maximum allowed by initial spaced contracted, without our prior approval, will permit us to utilize additional space within the winery, as is available, and resulting charges will be added your bill.

SMOKING POLICY

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

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.



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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.
- For evening rentals, 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.

WINE & BEVERAGE SERVICE

- We will provide a sufficient staff members to serve wine for your group.
- If your group would like to do a tasting, a tasting fee of \$5 per person will be applied for the ability to taste all *Rosemont of Virginia* wines.
- The Winery does not guarantee the selection of wine available for the rental. To ensure the necessary selection of wine for the rental it is recommended to purchase wine at an earlier date.
- 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 always assist you in selecting wine.
- 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.
- Other alcoholic beverages (beer, liquor) can be served at evening events by your caterer. Caterer or renter must obtain their own ABC license.
- We only allow beer to be served via bottles or cans – no kegs will be allowed.

DECORATIONS

- Decorating must be performed during the rental agreement times. Decorations must be kept within the agreed upon rental space.
- 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.
- 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.
- Any artwork located on the walls may not be removed for your event, and are considered an extension of the winery.



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TABLE AND CHAIR PLACEMENT

- A floor plan which outlines where tables, chairs and other items are to be arranged for your function must be decided and agreed upon 2 weeks prior to your event date.
- Furniture available for use at Rosemont of Virginia Winery includes:
 - 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
- Rosemont Winery will be responsible for placing all Rosemont tables and chairs as agreed upon prior to your event. Any table/chair moves needed during your event will be the renter’s responsibility.
- 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.
- 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.
- Decorating and caterer set up must be done within the rental agreement times.

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.