



North Gate Vineyard

Facility Rental Agreement

Name: _____

Point of Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Telephone 2: _____

E-mail _____ Fax: _____

Type of Event: _____

Event Date(s): _____

Event Hours: _____ Set up will begin at: _____

Estimated Attendance: _____

Lessee agrees to confirm final attendance 24 hours before event to North Gate and caterer (if applicable) _____ (Lessee initial)

Rental : _____ Staffed Tasting Room (wine service)

VA ABC Banquet License required? _____ (Y/N) Lessee agrees to provide license to North Gate within 24 hours of event _____ (Lessee initial)

Foodservice: _____ None _____ Buffet or Stations _____ Plated Meal

Name of Caterer: _____

Caterer's Phone Number(s): _____

Caterer's Email: _____

Fees and Payments

Rental Fee: \$ _____/hour x _____ hours \$ _____

Tour/Tasting Fee (if applicable): \$ _____

Tax (6% VA Sales Tax): \$ _____

Total Rental Fee: \$ _____

Deposit: \$ _____ (50%)

Balance: \$ _____

Balance Due By: _____ (7 days prior to event date)

Deposit, Payment, and Cancellation Policy

A deposit of one half of the rental fee must be paid by check, credit card, or money order at the time of reservation to hold the requested date.

You have fifteen days from the time the reservation is made to cancel this agreement to qualify for a full refund. No refund will be given after fifteen days. If the reservation is made within fifteen days before the event, you have until one week (7 days) before the event to cancel and receive a full refund. No refund will be given after that date.

Payment of the final rental fee is due 7 days before the event. Wine consumed at the event must be paid for at the event's conclusion.

Rentals Include

- Use of the Tasting Room and Patio.
- North Gate wine educators to serve and provide wine tastings, depending upon size of meeting and type of rental.
- Access to the warming kitchen.
- Use of the A/V system, including a Flat Panel HDTV, Computer, High Speed Internet Access, Wi-Fi Access, DVD player, and Sound System.
- Seating for up to 65 guests in the Tasting Room or on the Patio, with a maximum occupancy of 75.
- Ample parking.

North Gate Vineyard Rental Policies

- Absolutely no one under the age of 21 may consume alcohol at any event, private or corporate.
- There is no smoking anywhere on the North Gate property, inside or out.
- No unescorted guests are permitted in our wine production area.
- No amplified music is allowed on the Patio or anywhere outside.
- Events must take place outside of regular Tasting Room business hours. Weekend events, including setup, must start after 6pm.
- All caterers must be licensed and insured.
- Only North Gate wine may be purchased and consumed during the event. The lessee may serve beer if the necessary VA ABC banquet license has been obtained. No hard liquor is permitted. A valid Virginia banquet license must be provided to North Gate at least 24 hours before the event.

- Failure to comply with North Gate policies will result in immediate cancellation of the event together with the forfeiture of any payments made.

Acknowledgement:

My signature acknowledges receipt of a copy of the contract application and the rules and regulations applicable to rental of facilities at North Gate Vineyard and agrees by signature to comply with any and all rules and regulations specified.

Signature

Printed Name

Date

North Gate Vineyard Signature

Please list the names, telephone numbers, and contact persons for anyone other than the caterer with whom we may have to coordinate or need to be in contact for this event.

Recommended Caterers

- Bluewater Kitchen (Michael Kozich), Bluemont, VA: 703.628.2583 | www.bwkitchen.com
- Food4Thought Catering (Dale Long), Aldie, VA: 703-220-7983 | www.food4thoughtcatering.info
- Savoir Fare Limited, Round Hill, VA: 540.338.8300 | www.savoirfarelimited.com
- Magnolias at the Mill, Purcellville, VA: 540.338.9800 | www.magnoliasmill.com