

Beverage Contract Received Form

“I have received a Creekside Vineyards Beverage Service Contract for my reference by Creekside Vineyards Winery. I accept the terms of this contract and have submitted a \$300 Reservation Deposit.

I understand I will receive digital invoices and receipts from Creekside Vineyards for fees & services.

I understand NO OUTSIDE BEVERAGES are permitted on the premises. I also understand noncompliance of this will likely result in confiscation of non-permitted beverages & forfeiture of my rental fees & deposits.

I understand there is a \$200 damage deposit and signed Event Contract due at least 60 days prior to the event; this deposit is refundable within 30 days after my contracted event and once a final inspection is complete, final balance paid, and my guests and I have complied with the terms of this contract. I understand this deposit is 100% refundable if the event is cancelled at least sixty days in advance.”

Customer Name(s): _____ Preferred Contact: _____ Phone _____ Email _____

Event Date: _____ Time: _____ Occasion: _____ Est #/Guests: _____

Phone: _____ Alt: Phone: _____ Email: _____

Address: _____

Customer signature _____ Date _____

Additional Information / Notes:

For Office Use Only: Received By PRV/CVW: _____ Date: _____ Deposit Check #: _____ OR Credit Cardholder’s Name: _____ Credit Card Information can be saved online if desired.

Beverage Selections

Artisan Wine Selections

(based on availability)

First Kiss (Marechal Foch)

This barrel aged bold vintage offers complex hints of earth, spice, and nuttiness with a velvety finish.

Crooked Owl (Corot Noir)

This barrel aged dry red boasts big soft tannins, light fruit notes, and a soft finish.

Mosiac (Red Blend)

A barrel aged red blend of Marquette, Corot Noir, Marechal Foch, and Norton.

Country Road (Norton)

A spicy, dry red with subtle notes of dark fruit, coffee and chocolate-like flavors with a silky finish.

Rock Island Red (Frontenac)

This semi dry, fruit forward red hints of spice, a light cherry tartness, and a smooth finish.

Whites & Blush

Creekside White (LaCrosse)

A dry white, estate grown with notes of lemongrass & light tropical fruit.

Front Porch (Traminette)

A German styled off-dry / semi-sweet vintage offers memorable light notes of floral, spice, and honey.

Blossom (Vidal Blanc)

A wonderfully semi-sweet white with ever so light tones of citrus, honey, and florals. Also bottled as Hugs and Hearts to support QCA's Gilda's Club.

Moonbeam (La Crescent)

This semi sweet white bursts with front flavors of melon, peach, and pear.

Native Flower (Edelweiss)

A semi sweet white with soft hints of white grape, almond, pear, and grapefruit.

Blush: Blushing Bonnie (Frontenac / LaCrosse)

A light semi sweet blush with soft hints of berries. Enjoy with cheesecake, strawberries, or chocolate.

Domestic & Craft Beer Selections

(based on availability)

- ✓ Anheuser Busch
- ✓ Around the Bend
- ✓ Backpocket
- ✓ Banging Gavel
- ✓ Bells Brewery
- ✓ Breckinridge
- ✓ Church Street
- ✓ Front Street
- ✓ Geneseo Brewing
- ✓ Goose Island
- ✓ Great River
- ✓ Green Tree
- ✓ Iron Spike
- ✓ Kolona
- ✓ Lena
- ✓ Lionstone
- ✓ Lost Coast
- ✓ Millstream
- ✓ O'Fallon
- ✓ Potosi
- ✓ Schlafly
- ✓ Shiner Bock
- ✓ Shocktop
- ✓ Tallgrass
- ✓ Uinta
- ✓ Urban Chesnut

Event Rental & Beverage Service Contract

w e l c o m e

Creekside Vineyards Winery (CVW) is an artisan winery with a Tasting Room, Bed & Breakfast, and seasonal outdoor Wine Terrace; we strive to offer guests a breathtaking event venue paired with warm hospitality and an expectational wine & beverage experience. Experience *"Fresh Air, Fresh Ideas, & Flavorful Wines."*



Private Party Packages include...

guest initials → _____

- Wine Terrace rental includes the Wine Terrace, back patio with 20x20 tent, and seasonal ADA restroom.
- Crush Pad includes the outdoor lawn area; Barrel Room includes the indoor tasting room & restrooms.
- *Add On Services available. Set up and clean up time included. Host or cash bar available.
- \$200 Damage Deposit and Event Contract due 60 prior to the event; rental fee includes sales tax.
- Onsite refrigeration is not available; please plan accordingly.

Weekend Rental:

- 6-hour Private Rental for >100 guests, May-October, Friday, Saturday, Sunday, 11am-11pm
- \$500, plus \$350 minimum bar tab; \$200 add. for 100-200 guests, includes additional restroom
- FUNDRAISERS / NON-PROFITS PACKAGES (Online event registration link available; please ask for details)
 - \$500; 6-hour Private Rental & Bar Service for >100 guests; incl. 1 drink ticket for the 1st 100 guests
 - \$5 each additional guest over 100 (up to 300 guests total) incl. 1 drink ticket
 - No bar minimum; 10% of "to go" wine sales donated to organization; payment within 30 days of event

Weekday Rental:

- 6-hour weekday rental for >100 guests, May-October, Monday-Thursday, 11am-10pm
- \$350 plus \$350 minimum bar tab

Vineyard Wedding:

- 6-hour rental for >100 guests, May-October, 11am-10pm
- \$600 includes white chair seating for 100 guests, water, tea, lemonade, and 2-hour rehearsal within 48 hours prior to ceremony (Save \$200 when added to a Weekend or Weekday Rental OR if no white chair seating is required)

Photography Use:

- All above packages include the use of the outdoor grounds for photography during the event
- Photography session without above rental includes 3 hour use of outdoor space, access to indoor restrooms, one bottle of wine and 2 wine glasses; \$100, available by appointment and availability

*Add On Services:

- 20x20 Tent: \$600
- 2 Stall Restroom Trailer with Flushable Toilets: \$800
- Inn Reservation: \$160/night for 1st room; 4 rooms, 8 guests for \$600
- Catering: please refer to 2018 Creekside Vineyards Catering Menu
- Additional Rental Time @ \$100 per hour; additional seasonal restroom rental: \$125

Crush Pad, Barrel Room, or Wine Terrace Reserved Space During Public Hours

- 4-hour reserved space for 10-25 guests when venue is open to the public
- Crush Pad / Barrel Room hours: Wednesday-Friday, 2-6pm; Saturday, 11am-6pm; Wine Terrace hours vary
- \$10/per person; set up and clean up time included; includes one drink ticket per guest (event fees additional, if applicable)

Need a larger, indoor venue? Consider our partnering venues

Parker Run Vineyards in New Windsor, IL, offers indoor seating for up to 350 & bar services provided by Creekside Vineyards. parkerrunvineyards@gmail.com / 309-236-2106
Summit Lodge @ Snowstar Village in Andalusia, IL, features a hip yet rustic ski lodge with Creekside Vineyards wines. skisnowstar.com / 800.383.4002

Creekside Vineyards Winery & Inn 2018 Event Rental: *Experience Winederful!*

Planning Timeline

guest initials → _____

Due Date Rec'd Date

- **Upon reservation, a Contract Received Form (p1) & \$300 Reservation Deposit are due.** _____
- 60 days prior to the event a signed Event Contract & \$200 Security Deposit are due. _____
**In circumstances where your event is less than 60 days out, all the above are due @ reservation.*
- 15 days prior to the event a final guest count is due via email. _____
**If a final count is not provided, the estimated guest count will serve as the final count.*
- 10 days prior to the event the balance of preordered host beverages and Add On Services are due. _____
**Specialty beverages should be discussed with Creekside Vineyards Winery.*
- 15 days after the event the Final Balance is due (an invoice will be emailed 48 hours after the event): _____
- 30 days after the event the Security Deposit check is returned. _____
**Subject to a final inspection and the full balance paid, the deposit will be refunded, so long as the client and their guests have complied with the terms of this contract. *A 10% late fee will be deducted from the deposit for any late payment(s).*

Beverage Services

guest initials → _____

All beverage services include setup & cleanup, wine glasses, disposable glassware for beer, signature drinks, & soda, cocktail napkins, and self-serve ice water. We are happy to serve in "ready to serve" glassware gifts (such as mason jars) either provided by the host or purchased by CVW for an additional fee. Food & beverage services billed separately.

Clients will be responsible for the behavior of all guests prior to, during, and after the event, including, but not limited to, behavior resulting in property damage. CVW reserves the right to inspect & control events held on the property, & the right to refuse service to anyone.

NO OUTSIDE BEVERAGES are permitted on the premises. Noncompliance will likely result in confiscation of non-permitted beverages, a termination of bar service without refund, & forfeiture of deposit.

guest count & payment

guest initials → _____

Upon booking with CVW, a Beverage Contract Received Form and \$300 reservation deposit to Creekside Vineyards Winery is due. Digital invoices & receipts provided; cash, check, or credit card accepted.

identification

guest initials → _____

We are required by law to request I.D. from anyone who appears to be 30 years or younger. We will not serve alcohol to anyone who is unable to show proof that they are at least 21 years of age.

remaining alcohol

guest initials → _____

All beverages (opened and unopened) & all other beverage service items remain property of Creekside Vineyards. While it is unlawful to remove open containers from the event, wine is available for purchase "to go" during the event.

Bartenders & set up

guest initials → _____

Private Party Packages include beverage service with 1 bartender for 4 hours of service for up to 50 guests; set up and clean up time is included. To ensure quality service, one bartender will be staffed for every additional 50 guests at a fee of \$25 per bartender per hour based on the final guest count. Due to refrigeration space, a beer trailer may be parked onsite. **Bartenders reserve the right to refuse service to anyone who they feel is intoxicated or endangers guests.**

Creekside Vineyards Winery & Inn 2018 Event Rental: *Experience Winederful!*

Venue Rental Details

guest initials → _____

Deposit & Cancellation Policy

For all events, a Contract Received Form and \$300 Reservation Deposit guarantees your rental. This deposit is refundable if the event is cancelled at least 60 days prior, applicable towards rescheduling or to the balance due at the end of the event. Events utilizing *Add On Services will be billed the full amount for such services unless cancelled 60 days in advance. *Since Creekside Vineyards Wine Terrace and Crush Pad are outdoor venues, in the case of extreme inclement weather, relocation of the event, if available is allowable and must be made no less than 4 hours prior to the event. Alternative venues include if available, Parker Run Vineyards or Summit Lodge @ Snowstar Village. If no alternative is available and the event cancelled, the venue rental fee will be refunded LESS *Add On Services fees.*

Damages & Liability

60 days prior to the event a \$200 security deposit and signed Event Contract are due; this deposit will be refunded, less any damages or contract violations, within 30 days after the event. *Creekside Vineyards Winery & Inn shall not be held liable for any loss or damage to you or your guests' personal property caused by an act of God, any third party whether willful or negligent, or any accident not caused by an employee or contractor of Creekside Vineyards Winery & Inn.*

Noise Considerations

Acoustic instruments are allowed on the Wine Terrace. Please be mindful of our Events Calendar, as our venue hosts live music, art shows, & various special events that may occur concurrently with your celebration. Please discuss concerns at the time of booking.

Food

Guests may bring their own food, order delivery, or work with Creekside Vineyards' directly and our licensed caterers. It is the responsibility of the guest or caterer to set up, serve, and clean, & clear all food and food-related items.

A designated outlet and power strip for food prep are available upon request.

A service charge will be assessed for any articles left or additional clean up services required by Creekside Vineyards. Due to food safety regulations, no catered leftovers may be taken off the premises.

Please clean tables so breakdown at the end of the event goes smoothly and you avoid clean-up charges.

Any excessive cleaning left for CVW employees will be billed to you at \$50 per hour.

**Caterers include Creekside Vineyards Winery & Inn as an *Additional Insured* on their policy, provide proof of insurance coverage, and are familiar with our expectations & policies & work directly with CVW staff.

Decorations & Furniture

Such items may only be used that in our judgment will not damage any surfaces. No nails, tacks, confetti or similar substances are allowed. Please consult with us in advance to avoid potential problems. Please alert the Event Coordinator of any deliveries to be made by outside vendors or entertainment. Creekside Vineyards will be happy to place out any pre-made decorations per your specifications at no additional charge. All décor must be completely arranged, unpacked, and ready for placement and at the Inn one day prior to the event. Existing tables & chairs in the designated area are included in the rental fee. Two 4' rectangular tables are available upon request for no additional charge. Extra tables, chairs, linens, and tent rental (if needed) can be set up by Creekside Vineyards staff or one of its contractors for an additional rental & set-up fee; however, guests may use their own tables and chairs and set them up for no additional charge.

Creekside Vineyards Winery & Inn 2018 Event Rental: *Experience Winederful!*

Occasion Details & Beverage Planning

Guests can visit the tasting room or view our full wine selection online.

*Responsible Party: Name: _____ Email: _____
 Phone: _____ Address: _____ *Birthdate: ___/___/___
 Engaged Couple Names: _____
 Parents of Bride: _____ Parents of Groom: _____

Event Date: _____ Occasion: _____ Day of Contact Person: _____

Est #/Guests: _____ Final Guest Count: _____ (#<21yr ___) Transportation Service (if any): _____
 _____ Hours of Bar Service Bar Service Begins: _____ Bar Service Ends: _____ (last call 30 minutes prior)
 Event Begins: _____ Event Location: _____ Cocktail Hour: _____ Food Served: _____
 _____ Second Bar Set Up for Cocktail Hour (2 hours): wine, beer, signature drink, pop, H2O (HOST ONLY: \$150 plus drinks consumed)
 _____ Add. Details/Services: _____

___ Yes ___ No On Site Rehearsal: If yes, Date: _____ Location: _____ Est #/Guests: _____
 Rehearsal Time: _____ Bar Service Begins: _____ Bar Service Ends: _____ (\$25/hour for staff)
 Rehearsal Menu (H= host or C= cash): _____ packaged beer ___ ___ keg _____ wine _____ soda, tea, water included for up to 50 guests

Host	Cash	Beverage Options & Pricing <i>*Drink tickets or personalized options available</i> <i>HOST BEVERAGES: Add 7.25% sales tax & 20% gratuity / CASH BEVERAGES: Sales tax included</i>
		Creekside Vineyards Wine (Selections: _____, _____, _____, _____) HOST: wine by the glass: \$4.25, wine by the bottle: \$14-18 (Add custom labels for \$1.50/bottle; ask for details) Pre-purchase 24+ bottles of wine for dinner, bar service, or bridal party gifts & save 10% per bottle; unopened pre-purchased bottles will be sent home with client @ end of the event. CASH: wine by the glass \$5.00; wine by the bottle: \$14-\$18 (Available by the bottle to go for all guests)
	NA	Draft Beer: 1/2 barrel (approx. 165, 12oz. cups) HOST: domestic: \$255 / specialty: starts @ \$275 (Choose 2 types, 2 kegs max) <i>We have an extensive list of Anheuser Busch products and craft kegs available; please ask for details.</i>
		Packaged Beer: HOST: domestic \$3.75; specialty/craft: \$4.75 / CASH: domestic \$4.00; specialty/craft: \$5.00 Bent River Mississippi Blonde, Uncommon Stout, please talk to us about special requests
	NA	Signature Wine Punch: 3 gallons, 48, 8oz servings of Peach Bellini, Red Sangria, or Wine-a-Rita HOST: \$180 Refill as needed? Y N
		Non-Alcoholic Offerings: ___ Can Soda (Coke, Diet Coke, Sprite) and Bottled Water: HOST & CASH: \$1.00; regional root beer: \$2.00 ___ Lemonade or Unsweetened Tea (3 gallons / 48 cups): HOST: \$50; (includes 1 refill) ___ Starbuck's Coffee (self-serve @ bar): 100 cups: HOST: \$50
Pricing		Venue Rental, Add On, Catering, & Beverage Services
		6 hr Venue Rental: *Weekend Rental (\$500), *Weekday Rental (\$350), Vineyard Wedding Package (\$600 / \$400) *Bar min \$350 _____ hrs. additional rental time @ \$100/hr
		Add On Options: 20x20 Tent (\$600), Restroom Trailer (\$800), Inn Reservations (\$150-\$600), Catering: \$_____/guest <u>Catering Menu:</u>
		Staffing: Private Party Packages includes 4 hours bar service for up to 50 guests (set up clean up time included) ___ 1 additional bartender for every additional 50 guests @ \$25/hour (ex: 4 hrs bar/100 guests = \$25x4hr =\$100 additional)

"I have read, understand, and accept the terms of this Event & Beverage Service Contract. I understand that failure to comply with this agreement may result in a loss of security deposit and service fees."

Customer signature _____ Date _____ Preferred Contact: ___ Phone ___ Email _____