

Sheldrake Point Vineyard & Simply Red Lakeside Bistro
2008 Wedding Reception Agreement

will be in effect unless otherwise specified and agreed to in writing.

Names of Couple to be married:

_____ and _____

Month/Date _____, **2008** **Day of Week:** ___ Sunday ___

Wedding Itinerary

Deliveries (centerpieces, place cards, favors) prior to the event must be arranged in advance with the Hospitality Manager.

<i>Florist's Set Up</i>	11:30am -12:00 pm (w/ On-Site Ceremony) 12:30pm -1:00 pm (w/ Off-Site Ceremony)
<i>Band/DJ Set Up</i>	12:30pm -1:30 pm
<i>Cake Delivery</i>	1:30 pm

Please check which ceremony location applies:

_____ <u>On-Site Ceremony</u>	
Bridal Party Arrives	11:30 am –1:30 pm
Guests Arrive	1:30 - 2:00 pm
Wedding Ceremony	2:00 pm
_____ <u>Off-Site Ceremony</u>	
Arrival	2:30 pm
Hors d' Oeuvres Reception	2:30 – 3:30 pm
* * * * *	* * * * *
<i>Winery Tour (optional; no chg)</i>	<i>2:45 – 3:30 pm</i>
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Assembly at the Tables	3:30 –3:45 pm
Dinner Orders Confirmed	3:45– 4:00 pm
Champagne Toast	4:00 pm
Wedding Dinner	4:15 – 5:45 pm
Cake Cutting Ceremony	6:00 pm
Dancing & Merriment	4:30 -8:30 pm
Departure	8:30 -9:00 pm

Services are provided for the duration specified.

Provisions & Site Fees

In addition to use of the area(s) selected, as well as staff services, Sheldrake Point Vineyard (SPV) provides Guest with ceremony arch and ceremony chairs; Private Reception Courtyard including restored barn with two bathrooms and private bar, covered dance deck with dance floor and use of house sound equipment; reception tent pavilion with side curtains, fans, heater, brick floor, furniture, glasses, dishes, flatware, linens (with choice of colors), lighting; garden patio with patio furniture and adjacent lawn.

(Check here if desired):

Site fees for
Sundays:

- ___ On-Site Ceremony (includes arch, folding chairs, set-up/clean-up) \$ 150
- ___ Farmhouse Bridal Parlor: includes Hearth Room, Great Room, & private bathroom for entire event \$ 100
- ___ Reception Facility: exclusive use of Courtyard Barn, adjacent dance area on covered deck, Pavilion tent, garden patio, adjacent lawn \$ 1,000
- ___ Winery Tour for Guests (optional 2:45-3:30) n/c

Total Site Fee \$ _____*

Non-Refundable Site Fee Payments (Divide total* in half; then enter each half next):

To confirm a wedding reception date, a non-refundable deposit of 50% of the site fee is required, along with a signed copy of this contract.

Half of the site fee (\$ _____) is due upon submittal of the contract. (Check or CC)

2nd half of site fee (\$ _____), is due on _____ (4 mos. ahead). (Check or CC)

Other Payments

Upon confirmation of Guest’s final order (at least 3 weeks prior to the event), SPV requires payment for the food order. (More info under “Final Order”) (credit card only)

Final Payment at Close of Event

Total outstanding balance is due at the close of the event. (credit card only)

Methods of Payment

SPV accepts credit cards (VISA, MasterCard, and Discover), and certified bank checks or money orders. SPV does not accept payments for Private Events in the form of personal checks or cash, except for the site fee payments.

Cancellation Policy

Upon cancellation, all payments made to date by Guest will be retained by SPV.

Maximum Capacity

SPV's maximum capacity for private events is 120 guests.

Minimum Guarantee

Guest guarantees SPV a minimum of 50 guests. Payment for the food order must be received 21 days prior to the event.

Food & Beverages

For Guest's event, all food and beverages will be supplied by SPV. The only wines served are SPV's wines. Sparkling wine from the Finger Lakes for the "toast" will be available, and may be chosen from the current Bistro beverage menu at time of food order confirmation. Beer and non-alcoholic beverages are available as well, and may be chosen from the Bistro beverage menu that is current at time of food order confirmation. No other beverages may be brought onto the grounds. Hard liquor is not permitted.

Pricing of Wine and Beer

Pricing of beverages is based on consumption, and will be current Bistro prices as of the date of the event. SPV offers a 10% discount on the total wine bill, as well as a 10% discount on any closed bottles purchased by guests to take home.

Sales Tax and Service Charge

All fees are subject to 8% sales tax. Consumables are subject to 8% sales tax and 20% service charge.

Wedding Ceremony

Ceremony locations and seating plan will be discussed with the Hospitality Manager. Upon request, SPV will provide a ceremony arch, as well as provisions for ceremony musicians, such as chairs and a shade umbrella. Electricity is not available, so acoustic musicians are recommended.

Ceremony Rain Plan: A standing ceremony will be held in the covered dance area; a few folding chairs will be provided upon request. Alternatively, it may be held in the reception tent, with guests seated at their tables.

Ceremony rehearsals should be requested in advance and generally occur at 5 pm on the evening before the event. In the event of rain, Guests should plan to rehearse off site, as the Pavilion may be booked for another event.

Before Printing Invitations *(at least 3 months ahead)*

Before printing invitations, Guest confirms Entrée selections (max of 3) with the Hospitality Manager. The RSVP date should be at least one month prior to event, and should include Entrée selections and winery tour option.

Final Order *(at least 3 weeks ahead)*

Guest must provide a final count of Entrees and the number of Winery Tour participants via RSVP cards, and convey this to SPV's Hospitality Manager at least three weeks prior to the event, in Guest's final order. Guest's final order includes selections of hors d'oeuvres; Entrees; Wine Selection; choice of beer(s), sparkling wine, linen colors; Outside Service Provider's meals, children's orders; ceremony seating plan and reception seating plan; and any other operational details pertaining to the event. This order may be emailed or *faxed to Hospitality Manager (607) 532-8967*. Guest should confirm receipt of order by phone. Guest must provide credit card payment for the food order for 50 persons at this time.

It is typical to include Outside Service Providers, like Photographer, Band or DJ, in the Entrée count, but listed as separate line items. They will be served on the patio, weather-permitting (or, in case of rain, in the band area).

Children (age 12 & under) may order the Children's Platter (2 chicken tenders, mini-pizza and side of mac 'n cheese). Orders should include children's meals & ages, listed separately.

Seating Plans for Ceremony and Reception *(at least 3 weeks ahead)*

SPV provides tables of 8. The Head Table may accommodate any number. Seating plans for ceremony and reception, including high chairs and/or booster seats, should be included in the final order, faxed to the Hospitality Manager: (607) 532-8967.

Linens *(at least 3 weeks ahead)*

Unless otherwise specified, SPV provides white linen tablecloths and cream-colored linen napkins. Guest may view color choices at www.cornelllaundry.com. Selections must be submitted to Hospitality Manager at least 3 weeks prior.

Outside Service Providers' Info *(at least 3 weeks ahead)*

Three weeks prior to the event, contact info (name, address, daytime phone, and email) for all Outside Providers must be submitted in writing to the Hospitality Manager. Any item to be returned (i.e., cake plate) must be labeled with this information as well.

Place Cards *(1 day prior, or at set-up time)*

For assigned seating, Guest must provide table numbers. Guest provides place cards, including full name & table number on front, and Entrée choice on back.

Equipment Provided by Guest

All equipment must be removed prior to noon on the following day. This does not pertain to any rentals SPV has arranged on Guest's behalf (i.e., round tables).

NYS Beverage & Drug Laws

NY State laws concerning underage consumption of alcohol will be adhered to and enforced. All guests must present valid photo IDs in order to consume alcohol on SPV's premises. SPV reserves the right to refuse service to any guests deemed intoxicated. Open bottles are not permitted at the tables. Remaining open bottles of wine or beer from the event may not be removed from SPV premises.

SPV does not permit the taking of illegal drugs or alcohol by a minor on its premises, which would result in the notification of the local authorities, and removing the violators from the property.

Breakage

Guest is responsible for any breakage of supplied items or any damage to the contents, physical structures or gardens of SPV.

Security

SPV's Hospitality Manager will make every effort to contact Guest regarding items left behind at SPV. However, SPV is ultimately not responsible for lost items.

Non-Smoking Facility

Smoking is prohibited in SPV's buildings. Receptacles are provided on sidewalks.

Music

SPV is located in a quiet community, with a sound ordinance and neighbors to consider. Noise and amplified music will be carefully monitored. All bands or DJs must stop playing music by 8:30 pm. Softer music may be played through SPV's system while guests depart (8:30-9:00 pm).

Confetti, etc.

SPV does not permit birdseed or rice, as these attract birds, who devour grapes. Confetti is not permitted either. Flower petals (real ones only) and soap bubbles are suggested alternatives.

Decision Authority

Guest may provide the name of a person other than the Bride or Groom, such as the Maid of Honor or Best Man, who has the authority to make decisions on issues -- such as timing, toasts, announcements, or volume of music -- on the day of the event:

Name(s):_____.

Non-Performance Beyond SPV's Control

This agreement may be terminated by SPV if acts of God, war, government-disorder, or other similar emergency beyond SPV's control makes it illegal or impossible to hold the event. In the case of such an extreme occurrence, cancellation shall be made in writing and will be without penalty,

Signatures

We, the undersigned, have read and understand the terms of this agreement. Any additions, deletions or revisions will be made in writing and approved by both parties. We agree to abide by its terms and conditions:

Submitted by:

Accepted by (primary contact):

Signature on behalf of SPV

Your signature

Jan Quarles, Events Manager
Sheldrake Point Vineyard
7448 County Rd 153
Ovid, NY 14521

Your name (please print)

Tel: (607) 532-9201
Fax: (607) 532-8967
Jan@SheldrakePoint.com

Address (number, street, apt #)

Town/City State

Partner's Signature

Zip Code

Partner's home phone #

Your home phone #

Partner's cell phone #

Your cell phone #

Partner's work phone #

Your work phone #

Partner's email address

Your email address

Guest Number Estimate is: _____.

Date: _____

Date: _____