

SAARLOOS + SONS

HOUSE

Tasting Room + Front Porch
2971 Grand Avenue
Los Olivos, CA, 93441
805.688.1200

Facility Rental Agreement

Please review this contract carefully. Sign and return agreement with the appropriate fee in person, by email to Keith@saarloosandsons.com.

By this agreement, Lessee does contract with the Saarloos and Sons Winery & Tasting Room HOUSE, hereafter referred to as HOUSE, to use the HOUSE facilities *as outlined under "Facilities", on the given date. The Lessee agrees to abide by the policies and conditions outlined in this contract. Today's Date: _____

Lessee Details:

Name of Organization/ Lessee: _____

Name of Event: _____

Date of Event: _____

Non-profit # (if applicable): _____

Authorized Contact Person: _____

Address: _____

Phone: _____ E-mail: _____

Event Details:

Anticipated Attendance (AGR): _____ *Please note, final AGR is required (10) days prior to event.

Setup Start Time: _____ Event Start Time: _____

*Set-up for all events held in HOUSE may begin no earlier than 5:30pm, unless otherwise approved by SSCO.

Event End Time: _____ Event Breakdown Start Time: _____

*All events held in HOUSE may begin no earlier than 6:00pm and end no later than 10:00pm, unless otherwise approved by SSCO.

Event Breakdown to be completed by _____

Time or estimated hours of clean-up/breakdown needed: _____

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Facility & Rental Fees:

HOUSE Facility Fee: \$1,500.00 *Facility Fee includes sole usage of HOUSE, as is, by the Lessee for a block of 5 total hours, including event set-up and breakdown. (Private events are booked ONLY, before or after daily operation hours of 11am - 5:30pm.) Facility Fee is to be utilized as a non-refundable deposit and is required with signed agreement, in the full amount, to confirm reservation of facility.

Damage Deposit: \$500.00 (Due upon receipt of contract)*Damage Deposit is due with Facility Fee and will be returned to The User following event, in full or in a lesser amount at the discretion of SSCO, after damage to HOUSE, if any, has been assessed by SSCO.

Staffing Fee: \$100.00/hour/SSCO HOUSE event coordinator/representative *SSCO Staff are solely contracted to oversee the Lessee of HOUSE unless other duties are discussed and approved by SSCO prior to event. At least one SSCO Staff Member is mandatory/venue/hour. Total amount of SSCO Staff necessary for venue/hour to be determined by SSCO and approved by the Lessee prior to event. **HOUSE COORDINATOR Fee:** (X) Hours X \$100.00 = \$ X total

HOUSE COORDINATOR Fee: \$_____

The Saarloos and Sons Wine that is being served at Lessee's Event wine must be served by a HOUSE staff member. House staff permitted to serve wine will be contracted at \$35.00/person/hour for a two-hour minimum. Additional hours must be coordinated in advance with your HOUSE Representative based on your event timeline and needs. All HOUSE staff will be coordinated by designated HOUSE Representative. **HOUSE STAFF Fee:** (X) Staff X (X) Hours X \$35.00 = \$ X total

HOUSE STAFF:_____ HOURS:_____

HOUSE STAFF Fee: \$_____

Cleaning Fee: \$150.00

Total Facility Fee due upon receipt of contract: \$1,500.00

Total Damage Deposit due upon receipt of contract: \$500.00

Total Event Fees, excluding wine costs, due: \$ _____

* Final payment of Total Event Fees, inclusive of Staffing and Cleaning Fee, is required no later than (30) days prior to event. and is non-refundable with exception of the \$ _____ Cleaning/Property Damage Deposit which would be returned within 72 hours of the cancellation.

Wine :

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***The Lessee is required to purchase a minimum of Four cases of SSCO wine for any events held at the HOUSE.**

All available wine selections are subject to change in availability and price. Wine selections are not finalized or guaranteed until final payment is received by SSCO. Pre-purchased cases will be held in our storage for your event date. Additional wine may be added on day-of event from available in-house selections and current market pricing. Any additional wine purchased will be billed to credit card on file by SSCO upon conclusion of event. Please note, SSCO wine is the only alcoholic beverage permitted on-site unless otherwise approved by SSCO prior to event.

Current/Available Wine Selections and pricing can be viewed at www.SaarloosandSons.com

Payment:

The below credit card will remain on file until all event expenses have been finalized with SSCO and will be charged for all wine purchased, unless otherwise stated by The User and approved by SSCO, as well as if event exceeds the designated conclusion of event.

*Any event exceeding the designated end time will be charged a minimum of \$150.00/thirty minutes past designated conclusion of event; amount charged for any event exceeding the designated conclusion of event will be charged at the sole discretion of SSCO.

Credit Card Authorization Form:

Name: _____

Billing address: _____

City: _____ State: _____ Zip: _____

Credit card: _____ Visa _____ Mastercard _____ American Express _____
Discover _____

Card number: _____

Verification Number _____ Exp Date: ___/___

*Must be 21 years old to join and receive wine. Void in states where prohibited by law.

Signature _____ Date _____

Supervision & Staff:

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The Lessee agrees to contract an in house event coordinator from HOUSE to oversee event and uphold policy during rental/event hours. The coordinator in charge must be present during the entire set-up for event, and insure the House is cleaned up after the event. (\$100 per hour of contracted rental agreement)

Designated HOUSE Representative: _____

Phone: _____ e-mail: _____

If Saarloos and Sons Wine is being served at Lessee's Event wine must be served by a HOUSE staff member. House staff permitted to serve wine will be contracted at \$35.00 per person per hour for a two-hour minimum. Additional hours must be coordinated in advance with your HOUSE Representative based on your event timeline and needs. All HOUSE staff will be coordinated by Designated HOUSE Representative.

House staff: _____

House staff: _____

House staff: _____

House staff: _____

Total Hours of House Staff: _____

Total House Staff Cost \$ _____

(Gratuity not included)

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HOUSE

Tasting Room + Front Porch

Facility Rental Agreement Policies & Conditions

FACILITY-

The "HOUSE" rental agreement refers to the specific use of the Tasting Room Main Building (excluding private offices) and Front Porch only. The Side walkways, Back "YAARD" and Bungalow are rented by separate contract and not for use of the "HOUSE" lessee unless an additional rental contract is signed.

CATERING-

Lessee must hire a licensed caterer approved by HOUSE. HOUSE does not provide rentals, equipment, or any food or beverage other than wine and prearranged cupcakes.

The HOUSE kitchen does not function as a catering/prep kitchen. All food must be prepared off site or an auxillary kitchen equipment will need to be rented and provided by the Lessee. All food, nonalcoholic beverages and caterers need to be approved by a Saarloos and Sons HOUSE Representative.



Our in-house Enjoy Cupcakes is recommended for all special events held at Saarloos and Sons HOUSE. All reservations for cupcakes need to be made in advanced with HOUSE.

BEVERAGE-

Only Saarloos and Sons Wine is allowed to be served on property. Wine may be served only by an authorized Saarloos and Sons HOUSE employee. Food and nonalcoholic beverages are not provided by HOUSE.

CAPACITY-

The Lessee agrees to insure that no more than 60 people will be in the HOUSE building and front yard at any one time. Parties cannot become too loud or wild.

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RENTAL HOURS-

Event rental hours are from 6:00 p.m. – 11:00 p.m. Seven days a week (including clean up). Additional hours may be negotiated with additional fees. The lessee's coordinator and/or the caterer may enter the grounds for the purpose of setting up the event at a predetermined time (to be negotiated and pre-approved with the House Representative) providing that they do not interfere with Tasting Room business activities and tasting room guests.

RESTROOMS-

The HOUSE contains one restroom for use during events. Events of more than 50 persons, the Lessee must provide suitable portable toilet(s), at its own expense. A maximum of two (2) such toilets is allowed. All portable toilet(s) must be carefully sited and installed in designated area. HOUSE Representative will help you with arranging rentals.

PARKING-

There are 10 on-site parking spots (by back cottage), one handicapped parking spot(side of House), and on-street parking is available. Any additional parking needs/field parking with need to be approved by a HOUSE coordinator.

MUSIC-

Lessee may select music from House iTunes to be played on House stereo system (inside and outside). Electronic or amplified music is not permitted inside or outside of the House. This applies to stereos, electronic pianos and any other instruments which require a microphone or are plugged into an electronic source, if desired, Saarloos and Sons House Representative will connect you to their Live Event and Sound Engineer contact at its own expense. Disc jockeys, Musical bands, orchestras and stringed instruments are negotiable and must be approved by a Saarloos and Sons House Representative.

SMOKING/OPEN FLAMES-

There is NO smoking or open flames (i.e. candles) allowed in any room of the HOUSE. Smoking is permitted in a designated area both in front and back of HOUSE and only in designated areas. Lessee must ensure proper and safe disposal of all cigarette trash.

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CHILDREN-

We would prefer that children not be present during events. However, if your child does attend they must be accompanied by an adult at all times and are not permitted in any restricted areas. They are not permitted on anything that rolls such as tricycles, bicycles, skates, skateboards, roller blades, razors, heelies etc. Any and all minors are prohibited to drink alcoholic beverages and anyone appearing under the legal age of 21 will be asked for identification. Children must be under the control of their parent or supervising adult at all times.

DECORATIONS-

Any event decor added by Lessee and/or outside event coordinator must be approved and signed off by the Saarloos and Sons HOUSE Interior Design Representative. Furniture or objects belonging to the HOUSE may not be moved or handled without permission of the HOUSE Interior Design Representative and/or HOUSE Representative.

LIABILITY-

The Lessee assumes liability for loss or damage to the HOUSE property that results from its use of the facility, and agrees to hold the HOUSE harmless for loss or damage to the persons or property of its members or guests while at HOUSE. The Lessee assumes responsibility and liability for illness resulting from the serving of food and drink at HOUSE and agrees to hold HOUSE harmless. Your \$500 security/damage deposit will be mailed back to you within 30 days after your event. Barring any security/damage complications. Lessee will need to purchase event insurance through Private Event Insurance (Brought to you by AON) HOUSE Representative will help you with this.

CANCELLATION-

If the event must be postponed, the payment will apply to a later date. If the event is canceled, written or e-mailed notification must be received by the HOUSE at least 30 days prior to the scheduled event date in order for the Lessee to receive a full refund. If the event is canceled less than 30 days prior to the scheduled event date, the Lessee forfeits the facility rental fee. Postponement and/or cancellation must be in writing or an e-mail from the Authorized Contact Person for the Lessee.

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FINALIZATION-

I certify that I have read, understand, and accept the conditions set forth in this contract.

Initial _____

Total Time of House Usage Cost: _____

Total House Staff Cost \$ _____

Total for Wine Cases \$ _____

\$150 nonrefundable cleaning fee

\$500 damage deposit (Not included in total event cost to rent House.)

Total Facility Rental Cost \$ _____

The Lessee agrees to pay \$ _____

(50% of Facility Fees) upon signing this contract and booking reservation.

The balance of \$ _____ is due 30 days prior to the event.

Date : _____

Authorized Contact Person for the Lessee _____
Date

Authorized Representative for the HOUSE _____
Date