

SAARLOOS + SONS

PAARK

Stagecoach Plaza
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 fees in person, by mail, or email to brianna@saarloosandsons.com.

By this agreement, Lessee does contract with the Saarloos and Sons Winery Tasting Room PAARK hereafter referred to as PAARK, to use the PAARK 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/User: _____

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: _____

Event End Time: _____ . Event Breakdown Start Time: _____

Event Breakdown to be completed by: _____

Total Event Time: _____

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Facility & Rental Fees:

PAARK Facility Fee: \$500.00/Hour (4 hour minimum)

*Facility Fee includes sole usage of the PAARK, as is, by the User time must including event set-up and breakdown. \$500 deposit is required in order to reserve date and time of event.

Damage Deposit: \$500.00

*Damage Deposit will be returned to The User following event, in full or in a lesser amount at the discretion of SSCO, after damage to the PAARK and Bungalow, if any, has been assessed by SSCO.

Staffing Fee: \$100.00/hour/SSCO PAARK event coordinator.

*SSCO PAARK event coordinators are mandatory/venue/hour and solely contracted to oversee usage of PAARK unless other duties are discussed and approved by SSCO prior to event.

\$50.00/hour/SSCO Staff Member.

*If Saarloos and Sons Wine is being served at Lessee's Event wine must be served by a SSCO staff member. SSCO staff permitted to serve wine will be contracted at \$50.00/person/hour for a two - hour minimum. Total amount of SSCO Staff necessary for venue/hour to be determined by SSCO and approved by The Lesser prior to event. Additional hours must be coordinated in advance with your PAARK Representative based on your event timeline and needs. All SSCO staff will be coordinated by Designated PAARK Representative.

Cleaning Fee: \$150.00

Fee Schedule:

Deposit of \$500 is required to reserve PAARK facility use for specified date and time. This is non-refundable.

Total Event Fees, excluding wine costs and damage deposit will be due no later than 30 days prior to event date. And is non-refundable within the 30 days of event with the exception of the cleaning and damage deposit, which will be returned with 7-10 days of written cancellation.

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Facility Rental Agreement Policies & Conditions

FACILITY-

The "PAARK" rental agreement refers to the specific use of the Stagecoach Plaza park . The Back YAARD and Tasting Room HOUSE are rented by separate contract and not for use of the "PAARK" lessee unless an additional rental contract is signed.

CATERING-

Lessee must hire a licensed caterer approved by SSCO. The PAARK does not provide rentals, equipment, or any food or beverage other than wine and prearranged cupcakes. All food must be prepared off-site or an auxiliary 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 and PAARK Representative.



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

BEVERAGE-

Only Saarloos and Sons Wine is allowed to be served on property. Wine must be served only by an authorized SSCO employee. Food and nonalcoholic beverages are not provided by the PAARK. Beer is permitted but can not be served by SSCO employees, absolutely no hard liquor of any kind is allowed on the property.

CAPACITY-

The Lessee agrees to insure that no more than the maximum allowable persons will be in the PAARK at any one time. Parties cannot become too loud or wild.

RENTAL HOURS-

Available venue rental hours are from 8am - 10pm Sunday through Friday (including set up and clean up). Saturday rental hours begin no earlier than 4pm till 10pm. Earlier Saturday times can be requested, subject to management approval. 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 PAARK Representative) providing that they do not interfere with Tasting Room business activities and tasting room guests.

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RESTROOMS-

The PAARK has NO restroom for use during events. Events Lessee's 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. Your PAARK Coordinator will help you with arranging rentals.

PARKING-

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

MUSIC-

Disc jockeys, Musical bands, orchestras and stringed instruments are negotiable and must be approved by a Saarloos and Sons PAARK Representative. Otherwise lessee may coordinate with SSCO PAARK event coordinator for use of existing bluetooth speaker system of Saarloos and Sons Tasting Room and PAARK with selected music from the PAARK iTunes, Pandora, or similar. Music/band/disc jockeys, etc sound levels must always remain within a reasonable noise level as to not cause a noise nuisance.

SMOKING/OPEN FLAMES -

There is NO smoking or open flames (i.e. candles) allowed in the PAARK. Smoking is permitted only in designated areas. Lessee must ensure proper and safe disposal of all cigarette trash.

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 Interior Design Representative. Furniture or objects belonging to the PAARK may not be moved or handled without permission of the Saarloos and Sons Interior Design Representative and/or your PAARK coordinator.

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LIABILITY -

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

CANCELLATION -

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

WINE :

The Lessee is required to purchase a minimum of Four cases of SSCO wine for any events held in the PAARK.
* 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- PAARK 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 *Must be 21 years old to join and receive wine.

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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 Lessee 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: _____

Card number: _____

Visa _____ Mastercard _____ American Express _____ Discover _____

Verification Number _____ Exp Date: _____ / _____

Signature _____ Date _____

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Supervision & Staff:

The Lessee agrees to contract an in house event coordinator from the PAARK to oversee the 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 PAARK and adjacent areas are cleaned up after the event. (\$100 per hour of contracted rental agreement)

Designated SSCO PAARK Representative: _____

Phone: _____ e-mail: _____

If Saarloos and Sons Wine is being served at Lessee's Event wine must be served by a SSCO staff member. SSCO staff permitted to serve wine will be contracted at \$50.00 per person per hour for a two-hour minimum. Additional hours must be coordinated in advance with your PAARK Coordinator/ Representative based on your event timeline and needs. All SSCO staff will be coordinated by Designated PAARK Representative.

SSCO staff: _____

SSCO staff: _____

SSCO staff: _____

SSCO staff: _____

Timeframe of staff: _____

Total Hours of SSCO Staff: _____

Total SSCO Staff Cost \$ _____. (Gratuity not included)

S A A R L O O S + S O N S

FINALIZATION-

Total Cost of PAARK Usage: \$ _____

Total SSCO Staff Cost \$ _____

Nonrefundable cleaning fee **\$150**

Damage deposit **\$500**

Total Facility Rental Cost \$ _____

The Lessee agrees to pay **\$ 500 (Non-Refundable Deposit Fee)** upon signing this contract and booking reservation.

*Total for wine cases will be assessed separately.

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

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

Authorized Contact Person for the Lessee

Signature of Authorized Contact Person for Lessee

Date

Authorized Contact Person for the PAARK

Signature of Authorized Contact Person for PAARK

Date