

SMITH BERRY VINEYARD AND WINERY

PO BOX 44
NEW CASTLE KY 40050
www.smithberrywinery.com
502-845-7091

Policies

Rental Agreements

In order to reserve the space, the rental fee for your event must be paid in full and a signed copy of this agreement must be returned to Smith Berry Winery. Until the rental fee & agreement are received by Smith Berry Winery, the space may be rented to another client. The rental fee is non-refundable under any circumstances.

Guarantees

Smith Berry Winery uses your final guaranteed number of guests for estimating wine orders. **Your guarantee and payment are due 7 days in advance of the event.** If payment is received with no guaranteed number of guests, your billing will be based on your original estimated number of guests. *If no payment is received, the event is cancelled.*

Food and Non-alcohol Beverages

Food and beverages may not be brought onto the premises except by Smith Berry Winery and its approved caterers. An exception to this rule is wedding cake, which may be provided by a cake maker of the client's choice.

Approved Caterers

Outside caterers must be approved by Smith-Berry Winery Management. Clients may not provide their own homemade food. When choosing a caterer, the client is responsible for contacting them directly, arranging menus and schedules and informing SBW of the menu and other arrangements. SBW is responsible for coordinating caterer arrival times and needs. *Service staff must be provided by the caterer and no food may be brought or delivered to the premises without serving and supervisory staff.*

Wine

By Kentucky state law, NO alcoholic beverage may be brought onto the premises. All wine will be supplied by Smith Berry Winery and must be served by our bartenders. If anyone other than our staff serves wine, SBW will not be liable for any actions of clients or their guests. The client and Smith Berry Winery's representative will agree on an estimate of bottles of wine to be served and its cost. This estimate will be included in the payment required 7 days in advance of the event. The client may take away unopened bottles that have been prepaid, but opened bottles may not be removed from the premises. There will be no refunds. If more wine is required than prepaid, the client will be notified during the event and amounts agreed upon will be charged to client's credit card. Wine glasses are provided by SBW.

Wine is sold separately and must be served by SBW bartender at \$75 for 4 hours.

Payment and Billing

Visa, MasterCard and other major credit cards accepted and preferred. All charges must be paid in full 7 days in advance of event, excepting wine served above the amount estimated and this will be billed to the client's credit card (see Wine above).

Taxes

Sales tax will be applied to all rental sales. Sales tax is included in wine prices. To avoid paying tax, tax exempt organizations must provide a copy of their tax-exempt certificate at the time of the advance payment.

Uncontrollable circumstances

There will be no refunds or rescheduling due to rain or other inclement weather, utility failure or other circumstances or events beyond Smith Berry Winery's control.

I have read and understand the above and agree to abide by the terms & policies.

NO PETS PLEASE

Client signature

Date

Smith Berry Winery

Date

SMITH BERRY VINEYARD AND WINERY

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Caterer Policies

Approved Caterers

No other caterers are allowed on premises and for insurance reasons without prior approval by Smith-Berry Winery Management, clients may not provide their own homemade food. When choosing a caterer, the client is responsible for contacting them directly, arranging menus and schedules and informing SBW of the menu and other arrangements. Caterer must notify SBW Management of arrival time and needs. *Service staff must be provided by the caterer and no food may be brought or delivered to the premises without serving and supervisory staff.*

Caterer Fees

For each event catered, the caterer will pay in advance 15% non-refundable fee based on per plate cost. This fee is due 7 days before the event. If it is not received in a timely fashion, the event may be cancelled.

Wine

By Kentucky state law, NO alcoholic beverage may be brought onto the premises. Wine will be sold by the bottle and served by the glass. An estimated amount of wine will be paid for 7 days in advance of the event, along with all food and other beverages. There will be no refunds. If unopened bottles are paid for, they may be taken away. If more wine is required during the event you will be notified and additional wine will be charged to your credit card. Wine glasses are provided by SBW. \$4.00 per glass breakage and loss fee.

Wine is sold separately and must be served by SBW bartender at \$100 for 4 hours per bartender.

Food and Non-alcohol Beverages

Food and beverages may not be brought onto the premises except by Smith Berry Winery and its approved caterers. An exception to this rule is wedding cake, which may be provided by a cake maker of the client's choice.

Provided as part of rental agreement

50 chairs, 12 60" round tables, 2 8' tables, 6 6' tables
Garbage cans and bags
Covered space for set-up
Limited space in walk-in cooler
Port-O-Lets

Other items such as tableware, linens, additional seating, are the responsibility of the caterer.

Caterer responsibilities

- Menu planning and other arrangements with client
- Timely communication with client
- Confirm date, use of space, other details with Smith Berry Winery Management
- Timely payment of caterer's fee
- Broom clean party and set-up area
- Repack all rental items for pick-up
- Remove all caterers' possessions from premises day of event
- All garbage to be placed in bags provided by SBW, and placed in dumpster at end of event
- Caterer supplies all serving staff and may not provide food with no serving and supervisory staff

I have read and understand the above and agree to abide by the terms & policies & to fulfill my responsibilities. **NO PETS PLEASE**

Caterer signature

Date

Smith Berry Winery

Date