



**SMITH BERRY VINEYARD AND WINERY**  
 PO Box 44  
 NEW CASTLE KY 40050  
 www.smithberrywinery.net  
 502-845-7091

Client: \_\_\_\_\_  
 Event date: \_\_\_\_\_  
 Event day: \_\_\_\_\_  
 Guest s arrive: \_\_\_\_\_

**Gallery Rental** (4 hour reception, plus 2 hour set-up, 1 hour clean-up)  
 120 people, maximum

\_\_\_\_\_ \$850 + tax for rental fee, non-refundable & payable when signing this agreement  
 (2 hrs. planning time included, additional hrs \$25 each)  
 Set-up begins \_\_\_\_\_, **event begins** \_\_\_\_\_, **event ends** \_\_\_\_\_, clean-up ends \_\_\_\_\_  
 \_\_\_\_\_ Additional rental hours \$200 per hour \_\_\_\_\_  
 \_\_\_\_\_ \$200 damage fee (refundable) Customer responsible for damages.

**Damage fee will be assessed if other alcohol is brought on the property by customer or customer's guests.**

Included: 50 chairs, 10 60" round tables, 2 8' tables, 6 6' tables  
 Other items such as tableware, linens are to be arranged through caterer.  
 \_\_\_\_\_ Live music available, inquire for more information.

\_\_\_\_\_ **Parking attendant required. Provided for \$25.**

PAYMENT  
 Visa/Mastercard/Discover  
 # \_\_\_\_\_  
 Exp. \_\_\_\_\_  
 Check # \_\_\_\_\_

**Party Barn Rental** (4 hour reception, plus 2 hour set-up, 1 hour clean-up)  
 250 people maximum

\_\_\_\_\_ \$400 + tax for rental fee (non-refundable) and payable when signing this agreement  
 (2 hrs. planning time included, additional hours \$25 per hr.)  
 Set-up begins \_\_\_\_\_, **event begins** \_\_\_\_\_, **event ends** \_\_\_\_\_, clean-up ends \_\_\_\_\_  
 \_\_\_\_\_ Additional rental hours \$100 per hour \_\_\_\_\_  
 \_\_\_\_\_ \$100 damage fee (refundable) Customer is responsible for any damages

**Damage fee will be assessed if other alcohol is brought on the property by customer or customer's guests.**

Included: 50 chairs, 10 60" round tables, 2 8' tables, 6 6' tables  
 Other items such as tableware, linens are to be arranged through caterer.

- Heaters available in early spring & late fall, \$30 each
- Dance floor available - \$100

\_\_\_\_\_ **Portolets provided**

\_\_\_\_\_ Live music available, inquire for more information

\_\_\_\_\_ **Parking attendant required. Provided for \$25.**

PAYMENT  
 Visa/Mastercard/Discover  
 # \_\_\_\_\_  
 Exp. \_\_\_\_\_  
 Check # \_\_\_\_\_

**Wine Service** (see wine service agreement for wine service specifics)

**Wine is sold separately and must be served by our bartender at \$75 for 4 hours.**  
**NO OTHER ALCOHOL IS ALLOWED ON PREMISES.** (Kentucky State Law)  
 Customer is responsible that no other alcohol is brought on property

**SBW Closing Time -**

All event activities, including clean-up, must end in time for the premises to be vacated no later than 10 p.m.

**Visa, Mastercard, Discover credit cards accepted.**

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

**NO PETS PLEASE**

\_\_\_\_\_ Date \_\_\_\_\_  
 Customer signature Date Smith Berry Signature Date



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 Guest s arrive: \_\_\_\_\_

**Gallery Rental** (4 hour reception, plus 2 hour set-up, 1 hour clean-up)  
 120 people, maximum

\_\_\_\_\_ \$500 + tax for rental fee, non-refundable & payable when signing this agreement  
 (2 hrs. planning time included, additional hrs \$25 each)  
 Set-up begins \_\_\_\_\_, **event begins** \_\_\_\_\_, **event ends** \_\_\_\_\_, clean-up ends \_\_\_\_\_  
 \_\_\_\_\_ Additional rental hours \$200 per hour \_\_\_\_\_  
 \_\_\_\_\_ \$200 damage fee (refundable) Customer responsible for damages.

**Damage fee will be assessed if other alcohol is brought on the property by customer or customer's guests.**

Included: 50 chairs, 10 60" round tables, 2 8' tables, 6 6' tables  
 Other items such as tableware, linens are to be arranged through caterer.  
 \_\_\_\_\_ Live music available, inquire for more information.

\_\_\_\_\_ **Parking attendant required. Provided for \$25.**

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**Party Barn Rental** (4 hour reception, plus 2 hour set-up, 1 hour clean-up)  
 250 people maximum

\_\_\_\_\_ \$250 + tax for rental fee (non-refundable) and payable when signing this agreement  
 (2 hrs. planning time included, additional hours \$25 per hr.)  
 Set-up begins \_\_\_\_\_, **event begins** \_\_\_\_\_, **event ends** \_\_\_\_\_, clean-up ends \_\_\_\_\_  
 \_\_\_\_\_ Additional rental hours \$100 per hour \_\_\_\_\_  
 \_\_\_\_\_ \$100 damage fee (refundable) Customer is responsible for any damages

**Damage fee will be assessed if other alcohol is brought on the property by customer or customer's guests.**

Included: 50 chairs, 10 60" round tables, 2 8' tables, 6 6' tables  
 Other items such as tableware, linens are to be arranged through caterer.

- Heaters available in early spring & late fall, \$30 each
- Dance floor available - \$100

\_\_\_\_\_ **Portolets provided**

\_\_\_\_\_ Live music available, inquire for more information

\_\_\_\_\_ **Parking attendant required. Provided for \$25.**

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**Wine Service** (see wine service agreement for wine service specifics)

**Wine is sold separately and must be served by our bartender at \$75 for 4 hours.**  
**NO OTHER ALCOHOL IS ALLOWED ON PREMISES.** (Kentucky State Law)

**Visa, Mastercard and Discover cards accepted.**

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

**NO PETS PLEASE**

\_\_\_\_\_ Date \_\_\_\_\_  
 Customer signature Date Smith Berry Signature Date



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 120 people, maximum

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 (2 hrs. planning time included, additional hrs \$25 each)  
 Set-up begins \_\_\_\_\_, **event begins** \_\_\_\_\_, **event ends** \_\_\_\_\_, clean-up ends \_\_\_\_\_  
 \_\_\_\_\_ Additional rental hours \$200 per hour \_\_\_\_\_  
 \_\_\_\_\_ \$200 damage fee (refundable) Customer responsible for damages.

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Included: 50 chairs, 10 60" round tables, 2 8' tables, 6 6' tables  
 Other items such as tableware, linens are to be arranged through caterer.  
 \_\_\_\_\_ Live music available, inquire for more information.

\_\_\_\_\_ **Parking attendant required. Provided for \$25.**

PAYMENT  
 Visa/Mastercard/Discover  
 # \_\_\_\_\_  
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 Check # \_\_\_\_\_

**Party Barn Rental** (4 hour reception, plus 2 hour set-up, 1 hour clean-up)  
 250 people maximum

\_\_\_\_\_ \$125 + tax for rental fee (non-refundable) and payable when signing this agreement  
 (2 hrs. planning time included, additional hours \$25 per hr.)  
 Set-up begins \_\_\_\_\_, **event begins** \_\_\_\_\_, **event ends** \_\_\_\_\_, clean-up ends \_\_\_\_\_  
 \_\_\_\_\_ Additional rental hours \$100 per hour \_\_\_\_\_  
 \_\_\_\_\_ \$100 damage fee (refundable) Customer is responsible for any damages

**Damage fee will be assessed if other alcohol is brought on the property by customer or customer's guests.**

Included: 50 chairs, 10 60" round tables, 2 8' tables, 6 6' tables  
 Other items such as tableware, linens are to be arranged through caterer.

- Heaters available in early spring & late fall, \$30 each
- Dance floor available - \$100

\_\_\_\_\_ **Portolets provided**

\_\_\_\_\_ Live music available, inquire for more information

\_\_\_\_\_ **Parking attendant required. Provided for \$25.**

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**SBW Closing Time** - All event activities, including clean-up, must end in time for the premises to be vacated no later

**Visa, Mastercard and Discover cards accepted.**

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

**NO PETS PLEASE**

\_\_\_\_\_ Date \_\_\_\_\_  
 Customer signature Date Smith Berry Signature Date

Wedding  
Ceremony

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Client: \_\_\_\_\_  
Event date: \_\_\_\_\_  
Event day: \_\_\_\_\_  
Guests arrive: \_\_\_\_\_

**Grounds Rental** (1 hour ceremony & 1 hour rehearsal plus 1 hour set-up, 1 hour takedown)

- \_\_\_\_\_ Pergola (capacity 120-150)
- \_\_\_\_\_ Field behind Barn (capacity 200)
- \_\_\_\_\_ Vineyard (capacity 200)

\$450 per area + tax for rental fee, non-refundable & payable when signing this agreement  
(2 hrs. planning time included, additional hrs \$25 each)

Set-up begins \_\_\_\_\_, event begins \_\_\_\_\_, event ends \_\_\_\_\_, clean-up ends \_\_\_\_\_  
\_\_\_\_\_ Additional rental hours \$200 per hour \_\_\_\_\_.

\_\_\_\_\_ \$200 damage fee (refundable) Customer responsible for damages.

*For ceremony in gallery or party barn, reception rental charges apply. See reception information.*

**Damage fee will be assessed if other alcohol is brought on the property  
by customer or customer's guests.**

Included: 50 chairs, 10 60" round tables, 2 8' tables, 6 6' tables

- Heaters available in early spring & late fall, \$30 each plus 15% service charge
- Dance floor available - \$100, plus 15% service charge

- \_\_\_\_\_ Portolets provided
- \_\_\_\_\_ Live music available, inquire for more information.
- \_\_\_\_\_ Parking attendant required. Provided for \$25.

PAYMENT  
Visa/Mastercard/Discover  
# \_\_\_\_\_  
Exp. \_\_\_\_\_  
Check # \_\_\_\_\_

**Rain Policy—**

In case of rain, the ceremony will be moved to the Party Barn at the rate of \$250.

**Wine Service** (see wine service agreement for wine service specifics)

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**NO OTHER ALCOHOL IS ALLOWED ON PREMISES.** (Kentucky State Law)  
Customer is responsible that no other alcohol is brought on property

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Customer signature Date Smith Berry Signature Date



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 Event day: \_\_\_\_\_  
 Guests arrive: \_\_\_\_\_

**Grounds Rental**

- \_\_\_\_ Pergola (capacity 120-150)
- \_\_\_\_ Field behind Barn (capacity 200)
- \_\_\_\_ Vineyard (capacity 200)

\$250 **per area** + tax for rental fee, non-refundable & payable when signing this agreement  
 (2 hrs. planning time included, additional hrs \$25 each)

Set-up begins \_\_\_\_\_, **event begins** \_\_\_\_\_, **event ends** \_\_\_\_\_, clean-up ends \_\_\_\_\_

\_\_\_\_ Additional rental hours \$200 per hour \_\_\_\_\_.

\_\_\_\_ \$200 damage fee (refundable) Customer responsible for damages.

*For ceremony in gallery or party barn, reception rental charges apply. See reception information..*

**Damage fee will be assessed if other alcohol is brought on the property by customer or customer's guests.**

Included: 50 chairs, 10 60" round tables, 2 8' tables, 6 6' tables

- Heaters available in early spring & late fall, \$30 each
- Dance floor available - \$100

- \_\_\_\_ **Portolets provided**
- \_\_\_\_ Live music available, inquire for more information.
- \_\_\_\_ **Parking attendant required. Provided for \$25.**

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**NO PETS PLEASE**

\_\_\_\_\_ Date                      \_\_\_\_\_ Date  
 Customer signature                      Smith Berry Signature



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 \_\_\_\_\_ **Pergola (capacity 120-150)**  
 \_\_\_\_\_ **Field behind Barn (capacity 200)**  
 \_\_\_\_\_ **Vineyard (capacity 200)**  
 \$125 **per area** + tax for rental fee, non-refundable & payable when signing this agreement  
 (2 hrs. planning time included, additional hrs \$25 each)  
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- Heaters available in early spring & late fall, \$30 each
- Dance floor available - \$100

\_\_\_\_\_ **Portolets provided**  
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 Visa/Mastercard/Discover  
 # \_\_\_\_\_  
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\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Customer signature                      Date                      Smith Berry Signature                      Date

**WINE  
Service  
Agreement**

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**Client:** \_\_\_\_\_  
**Event date:** \_\_\_\_\_  
**Event day:** \_\_\_\_\_  
**Guests arrive:** \_\_\_\_\_

**Wine List: Availability may vary**

**Dry White**      Single Barrel Select

_____ French Oak _____	20.95
_____ American Oak _____	14.95
_____ European Oak _____	11.95
_____ Hybrid Oak (French & American) _____	16.95
_____ <b>Dry White</b> Seyval _____	9.95

**Dry Red**

_____ Vintner's Reserve 30 month _____	24.00
_____ Vintner's Reserve 20 month _____	20.00
_____ Norton _____	12.95
_____ <b>Semi Sweet White</b> Vidal Blanc _____	9.95
_____ <b>Sweet White</b> Drennon Creek _____	9.95
_____ <b>Blush</b> Bluegrass Blush _____	10.95
_____ <b>Sweet Red</b> Flat Rock Red _____	9.75

# of cases _____
Wine price _____
Estimated _____
Wine Total _____
_____
_____
_____
_____

**PAYMENT**  
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 Exp. \_\_\_\_\_  
 Check # \_\_\_\_\_

**Suggested amounts—For 100-120 guests, plan on 24 bottles minimum**

**Wine Service Agreement**

For host bar: Wine will be served by the bottle. An estimated amount of wine will be paid for 7 days in advance of the event, along with all food and other beverages. You will pay for bottles opened, but there will be no refunds and opened bottles may not be removed from the premises. 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.

For cash bar: Wine will be sold by the glass or bottle.

Wine to be served \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Bartender: Wine MUST be served by our bartender at \$75 for 4 hours.**

**NO OTHER ALCOHOL IS ALLOWED ON PREMISES. (Kentucky State Law).  
 Customer is responsible that no other alcohol is brought on property.  
 Kentucky sales tax applicable to all food and wine sales.**

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

**NO PETS PLEASE**

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 Customer signature      Date      Smith Berry Signature      Date

Client \_\_\_\_\_

**Event type:** \_\_\_\_\_

Event date \_\_\_\_\_

# of guests: \_\_\_\_\_

Event day: \_\_\_\_\_

Caterer: \_\_\_\_\_

Guests ARR. \_\_\_\_\_

Set-up instructions: \_\_\_\_\_

Set-up: \_\_\_\_\_

\_\_\_\_\_

Event ends: \_\_\_\_\_

\_\_\_\_\_

Areas to be used: \_\_\_\_\_

Wine: \_\_\_\_\_

\_\_\_\_\_

Notes/Special Arrangements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parking Attendent(s) \_\_\_\_\_

\_\_\_\_\_

Music \_\_\_\_\_

\_\_\_\_\_

	Order Date:		Delivery date:		
	Heaters				
	Dance floor				
	<b>PORTOLETS</b>				

**SMITH BERRY VINEYARD AND WINERY**

**Initial Contact**

Event date \_\_\_\_\_

Event day: \_\_\_\_\_

Guests ARR. \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Credit Card Visa/MC/Discover/ \_\_\_\_\_ # \_\_\_\_\_ Exp. \_\_\_\_\_

Type of event \_\_\_\_\_

Other notes:

Follow-up:

Contract mailed:

Deposit due date:

Guarantee due date: