



## SPECIAL EVENT PRICE REQUEST INFORMATION SHEET

Please provide us with the following information so we can price your event accordingly

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

REQUESTED EVENT DATE: \_\_\_\_\_

REQUESTED EVENT TIMES: Begin: \_\_\_\_\_ End: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

EVENT DESCRIPTION:

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Do you need a price on charcutier trays or other catered food requests? \_\_\_\_\_

Would you like your event inside or outside? \_\_\_\_\_

For inside events, would you like banquet chairs and tables or bar tops and stools? \_\_\_\_\_

Live music requested? \_\_\_\_\_ Band/DJ/Musician Name? \_\_\_\_\_

Would like beer in addition to wine? \_\_\_\_\_

Do you need a tent for outside? \_\_\_\_\_

Would you like to rent the stage with a sound system for use? \_\_\_\_\_



## **BASIC PRICING GUIDELINES** (July 2022)

### **Basic Event Rates**

Flat event fees include 5 hours of time, tables and chairs & wines glasses for use.

	<b>Monday – Thursday</b>	<b>Friday - Sunday</b>
<b>General Public</b>	<b>\$400</b>	<b>\$750</b>
<b>Wine Club Member</b>	<b>\$150</b>	<b>\$250</b>

### **Staff Rates**

<b>Number of guests</b>	<b>Hourly Rate</b>
<b>0-20 People</b>	<b>\$40/hr</b> (includes 1 dedicated staff)
<b>21-40 People</b>	<b>\$80/hr</b> (includes 2 dedicated staff)
<b>41-60 People</b>	<b>\$100/hr</b> (includes 3 dedicated staff)
<b>61-100 People</b>	<b>\$120/hr</b> (includes 3-4 dedicated staff)
<b>&gt;100 People</b>	<b>Please inquire</b>

### **WINE MINIMUMS**

To keep our costs lower, we require minimum wine purchases for your event to help sustain our core business. You have the option to choose any wine from our menu. These can be selected ahead of time or at the start of the event. Our experienced and friendly staff will pour your wines through the duration of your event. Unopened bottles are yours to take home or give to your guests. Open bottles can be corked and taken home with you or your guests. Wine club members receive 25% off all bottles.

<b>Number of guests</b>	<b>Minimum Bottle purchase</b>
<b>0-30 People</b>	<b>12 Bottles</b>
<b>31-50 People</b>	<b>24 bottles</b>
<b>51-60 People</b>	<b>30 Bottles</b>
<b>61-80 People</b>	<b>36 Bottles</b>
<b>&gt;80 People</b>	<b>Please inquire</b>

**Additional Costs** \$200 Non-refundable cleaning fee; 15% Gratuity added to final bill payable to our amazing staff; \$500 refundable security deposit; Additional hourly costs past agreed upon event time \$100/hour; Dishware, silverware, table clothes, napkins, etc. to be quoted)

**Sierra Vista Wines, LLC reserves the right to change these prices at any time.**



**SPECIAL EVENT  
GENERAL CONDITIONS**

- **\$500 refundable deposit is required to hold the date and time requested. This deposit will be used towards the deposit upon final agreement.**
- **50% Deposit required upon signing of agreement.**
- **Final payment is due the day of the event prior to setup.**
- **A credit card must be provided at the start of events to cover any additional costs, wine purchases, etc and lessee will be given their final invoice at the end of the event.**
- **Lessee must provide final guest count no later than 10 days prior to event date to assure we can adequately staff your event. Additional guests may incur additional costs based on final count.**
- **Agreement covers general cleaning of tables, chairs, glasses, etc however Lessee agrees to respect our beautiful grounds and buildings and not leave any garbage or other items around or additional cleanup costs will be taken out of the security deposit.**
- **All secure areas are completely OFF LIMITS to ANY GUESTS. Lessee will be given a tour of the property prior to the start of the event to understand what areas are off limits.**
- **Lessee agrees that ALL CHILDREN will remain in CONSTANT SUPERVISION with a responsible adult. This is of the utmost importance for the safety of all children. Violation of this vital condition may result in a request to be removed from the premise.**
- **Our professional staff will monitor drinking for signs of intoxication and may request a guest to stop drinking upon such signs. Lessee agrees that all guests respect our authority to stop serving an intoxicated guest. Violation of this rule may result in the event being cut short. In the event of such, absolutely no refunds will be given.**
- **HOLD HARMLESS wording here**

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