



Bride/Groom/Client Name: _____ **Bride/Groom/Client Name:** _____

Event Date: _____

Please read over carefully and initial after each policy. If you have any questions please contact us.

Policy for Signing Contract

Requirements to hold desired date: Ciccone Vineyard & Winery (Referred to also as owner or we) must receive Event Policies with initials and signatures, and the full deposit amount of 1/2 of the venue rental. Payment can be made via check or credit card. Send above documents to Ciccone Vineyard & Winery, 10343 E Hilltop Rd, Suttons Bay, MI 49682, fax to 231-271-5967, or email to events@cicconevineyard.com.

Alcohol Policies

Wines: Only Ciccone Vineyard & Winery wines may be served. The quantity and type of wine must be pre-selected before your event. Any wine that you want set aside must be purchased in order to be held. Other sparkling wine may be served for a “Champagne Toast” only; it will not be served all evening. Speak with your coordinator to get an estimate on how many to purchase. _____

Serving Alcohol: Alcohol can only be opened and served by our staff or TIPS trained bartenders. If the caterer is unable to or does not provide a bartender make arrangements to hire a TIPS certified bartender which is to be pre-approved by Ciccone Vineyard & Winery. All bartenders will abide by State Laws including; all alcohol must be served by the bartender, no open bottles or containers will be given to guests for their consumption, no guests will serve themselves, no outside alcohol will be consumed on property by guests, and all alcohol will only be served to adults 21 and over who present a valid ID, no exceptions. _____

Warning: We will notify a designated party if we observe the following problems: any guest drinking outside alcohol, any underage guest consuming alcohol, any guest who has become unruly or too intoxicated, or any guest not following set rules and laws. If problem is not corrected that guest may be asked to leave the property. _____

Wine Minimum (only applicable if alcohol other than wine and beer will be served): If client chooses to serve liquor at the event they agree to a minimum wine purchase of \$500 for up to 120 guests \$1,000 for over 120 guests, and \$1,500 for over 250 guests. Ciccone Vineyard & Winery must be notified if liquor will be served and what will be served. _____

Caterers

Once you have selected a caterer, we must receive a copy of the contract between you & the caterer. The caterer and contract is subject to our approval. _____

Once approved, your caterer must sign our catering agreement which details the rules of this site (some listed below). _____

Caterers must have a valid Michigan catering license and carry liability insurance. Caterer is responsible for all aspects of food service including trash disposal; they must be completely mobile as we do not provide kitchen facilities for events utilizing the Barn and/or Land. Caterers are responsible for providing TIPS certified bartenders for the pouring of alcohol and wait staff for serving food & clean up. Caterers must provide linens, place settings, water glasses, wineglasses, water pitchers, etc.

Liability

Any and all damages (Glass breakage, damage to grapevines, building and other property damage, etc.) caused by you, parties acting on your behalf and/or guests of your event, is your responsibility. Ciccone Vineyard & Winery requires that a one day liability rider naming Ciccone Vineyard & Winery as an additional insured be secured and provided to Ciccone Vineyard & Winery. Most home owner’s policies can provide this rider for little to no cost. You must provide a copy of this rider prior to your event. Ciccone Vineyard and Winery is not responsible for cars, stereo equipment, or any personal belongings such as purses, clothes etc. that is left behind on the property. _____

Portable Restroom Rental

We require the rental of at least (1) portable restroom trailer. We will determine the location of the restroom(s). Handicap Accessible restrooms are available in our Tasting Room. Contact our Event Coordinator or consult our vendor list for more information. _____

Setup/Decorations

You are allowed to decorate 12 pm – 6 pm the day before your event. Please contact our Event Coordinator for more details. Any additional time must be pre-approved by owner and additional fees will apply. (**Fees: \$100 per extra hour, \$1500 per extra day**) All decorations and setups must be pre-approved. There will be no more than one set-up per location, the set-up you start with will be your set-up till the end. All items brought in are your responsibility and must be removed at the end of the event or no later than 12 pm the following day or additional fees will be charged. Candles must be enclosed in a glass container to avoid the possibility of any fire. No fireworks, sparklers, or Chinese lanterns are allowed on the grounds. _____



Vendors

It is recommended that any vendor such as caterers, florists, photographers, DJ's, and/or band/musicians to be hired for your event visit the winery, barn, etc., prior to the date of your event. This allows vendors not familiar with Ciccone Vineyard & Winery the opportunity to inspect our facility to eliminate any potential problems ahead of time. _____

Weather

It is necessary to have a back-up plan in case of inclement weather. You must notify us of your alternate plan and it must be approved by us. If there is over a 50% chance of rain, cold (below 60°), wind, hot sun, etc. within 48 hours prior to your event, we will move to your alternate plan. Ciccone Vineyard & Winery does not rent tents or heaters. Although we can provide stand-up heating units, we do not have commercial heaters and require renting a commercial heater if it's below 60°. It is your responsibility to rent the necessary items to incorporate your alternate plan. Applicable fees will be charged to use the Barn or Tasting Room as part of your alternate plan. _____

Rehearsals

Clients are provided 2 hours to conduct their rehearsal. Rehearsals may take place the day prior to your event, but must be completed by 6:00pm. You must notify our Event Coordinator of your rehearsal schedule. _____

Parking

Parking is available on the winery property. Parking is prohibited across from Ciccone Vineyard & Winery on Hilltop Road & vehicles that do park across from the vineyard risk being towed, as the property is privately owned. The front parking lot is for customers of the tasting room during regular business hours only. For events held at the land/barn, parking will be situated along the vineyard driveway & grassy area near the barn. Please inform your guests of the parking situation head of time. We will have someone directing the parking traffic. We recommend that you look into shuttling your guests to and from the event. For events over 120 guests we require a shuttle service be hired. Shuttles can be rented at reasonable prices which will help your guests all get home safely at the end of the evening and help avoid the need to park vehicles here overnight. _____

Time of Event

Bingham Township requires all activity to cease by 10:00 PM. A last call will be given at 9:45 PM. At 10:00 PM the music must stop, no more alcohol can be served and your guests must depart. Other arrangements can be made ahead of time for clean up or pick up of items. _____

Guest Limit

Maximum guests on the property will not exceed 300 people including the wedding party. _____

Topography of Land

Ciccone Vineyard & Winery is located in a very hilly area. The Barn, Maple Tree and Tasting Room are all in close proximity, but entail walking on uneven grassy areas. It is recommended that any guest who may have difficulty be escorted to and from various locations. Please let us know ahead of time of any one that may have special needs, as we will do all that we can to accommodate them. _____

Children

Children and minors are always welcome at the vineyard, but must be under adult supervision at all times. _____

Deposit

We require a deposit of 50% of your rental fee to reserve the date of your event. The deposit is **non-refundable**. _____

Final Payment

Final payment will have the tax added and is due two weeks prior to your event. Final wine balances and any necessary taxes will be due at the closing of your event. We accept check or credit card payments. _____

Cancellations

In the event of Cancellation the deposit is non-refundable. In the event you wish to change your date Ciccone Vineyard & Winery will attempt to accommodate your request if the desired date is available. _____

I am committing to hosting our event at Ciccone Vineyard & Winery and agree to the policies by signing my name below. Failure to comply with all policies listed above may result in cancellation of my event.

*Bride/Groom/Client's Signature _____ Date _____

*Bride/Groom/Client's Signature _____ Date _____

*By signing and initialing above you are stating you have read, understand and agree to all polices of Ciccone Vineyard & Winery.



Contact Information

Bride/Client Name _____

Groom/Client Name _____

Bride/Client Email _____ Groom/Client _____

Bride/Client Phone _____ Groom/Client _____

Bride/Client Address _____

Groom/Client Address _____

Estimated Number of Guests _____