



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

Event Date: _____

Please read over carefully and initial after each policy.

Policy for Signing Contract

Requirements to hold desired date: Ciccone Vineyard & Winery (Referred to also as owner or we) must receive a signed quote, Event Policies with initials and signatures, and the quoted deposit amount. 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 info@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 caterer 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. 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. _____

Your caterer must sign our catering agreement which details the rules of this site (listed below). _____

Caterers must have a valid Michigan catering license and carry liability insurance. Caterer is responsible for all aspects of food service; they must visit our tasting room to determine if our kitchen facilities will be sufficient otherwise they will need to be completely mobile. 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. Once you have selected a caterer, we must have a copy of the contract between you & the caterer as well as have your caterer sign our catering agreement.

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. _____

Setup/Decorations

Decorating times will be determined based on Tasting Room hours and event hours. Discuss with our Event Coordinator to schedule your decorating times. 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. Candles must be enclosed in a glass container to avoid the possibility of any fire. _____

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. _____



Parking

Parking is available on the winery property. Parking is prohibited across from Cicccone 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 can be utilized for parking and additional parking will be situated along driveway. _____

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.

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 is due upon 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 Cicccone Vineyard & Winery will attempt to accommodate your request if the desired date is available. _____

I am committing to hosting our event at Cicccone Vineyard & Winery and agree to the policies by signing my name below.

*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 policies of Cicccone Vineyard & Winery.