



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. Email above documents to events@cicconevineyard.com. By mail, to Ciccone Vineyard & Winery, 10343 E Hilltop Rd, Suttons Bay, MI 49682.*

Alcohol Policies

Wines: Only Ciccone Vineyard & Winery wines may be served on our property according to State of Michigan (SoM) laws. 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 cannot be served all evening. Speak with your Event Coordinator can provide an estimate on how much to purchase. _____

Serving Alcohol: Alcohol can only be opened and served by our staff or TIPS/TAMS 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 person** 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 200 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/TAMS certified bartenders for the pouring of alcohol and wait staff for serving food & clean up. If available, a Ciccone Vineyard bartender may be hired. 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 or renter'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 are left behind on the property. _____

Portable Restroom Rental Our venue requires the rental of a portable restroom. For groups up to 180, you may rent our deluxe portable three stall restroom. Cost \$TBD For groups over 180, we will direct you to our Vendor List to rent a larger restroom trailer, and help coordinate the delivery. Handicap accessible restrooms are located in the Tasting Room nearby. _____

Setup/Decorations

Saturday weddings: You have access to the property to decorate from 12NOON-6PM the Friday before your event. Any additional time must be pre-approved by owner and additional fees may apply. (Fees: \$200 per extra hour, \$1500 per extra day) **Weekday weddings:** Time for decorating and a Rehearsal will be arranged by your Event Coordinator. **All weddings:** All decorations and setups must be pre-approved during planning meetings with Event Coordinator. Layouts will be developed in Planning Meetings. Once a layout/set up is finalized 48 hours prior to your event, there will not be time for changes. All items brought in are your responsibility and must be removed at the end of the event or no later than 12 noon the following day, or additional storage 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 and contact your Event Coordinator as needed. This allows vendors not familiar with Ciccone Vineyard & Winery the opportunity to inspect our facility to eliminate any potential problems ahead of time. _____

Weather, and Tent Rental

It is necessary to have a back-up plan in case of inclement weather. We will develop a plan no later than one month prior to your event. Plan Due Date _____ If there is over a 50% chance of rain, or cold (below 60°), wind, hot sun, etc. within 48 hours prior to your event, we will move to the agreed upon alternate plan. Ciccone Vineyard & Winery does rent tents in a few sizes; you will be provided a size and price sheet. The tent rental payment will be due at the close of your event. Cash and credit cards accepted. _____

Although we can provide (6) stand-up heating units, we do not have commercial heaters. If you would like to rent commercial heaters, refer to the Vendor List for options. It is your responsibility to rent the heaters, and notify us. _____

Rehearsals

Clients are provided time to conduct a Rehearsal. We recommend that all persons in your Ceremony attend the Rehearsal; your Wedding Party, Officiant, musician, etc. Rehearsals may take place the day prior to your event, start by 4PM and must be completed by 6:00pm. Your Event Coordinator will conduct the Rehearsal. _____

Parking A Ciccone Staff member will help direct the parking during guest arrival. We can park approximately 50 cars on our property for your event, also along the vineyard driveway & grassy area near the barn. If you have more than 120 guests we require a shuttle service be hired. (See Vendor List on our website). In this way, your guests will arrive on time and return home safely. Your Event Coordinator can work with the shuttle service on timing. 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. _____

Time of Event

Bingham Township requires all activity to cease by 10:00 PM. A last call will be given at 9:45 PM, and "last song" at 9:55PM. By 10PM the music must stop, no more alcohol can be served and your guests must commence departure. _____

Guest Limit Maximum guests on the property will not exceed 250 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 help 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 Guest Count is due two weeks prior (date) _____ to the date of your Wedding/Event, and shall be the same number given to the caterer. _____

Final Payment is required two weeks prior to your event. (date) _____ Final payment will include the remaining balance based on the Venue Rate according to final guest count, as well as applicable sales tax. We accept check or credit card as payment. _____
_____ Final wine balances will be due at the closing of your event. We accept cash or credit card as payment. _____

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 one time, 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 _____