



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 the Tasting Room Policies with initials and signatures, and the half of venue rental cost as deposit. 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 in the Tasting Room/Pergola according to our State of Michigan (SoM) licensing. 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. Your Ciccone Event Coordinator will guide you with selections. We will provide bartenders from our Staff that are TIPS/TAMS certified and will abide by SoM laws including: all wine 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 wine 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 described in this, the *Tasting Room Policies and Commitment Contract* and SoM laws. If problem is not corrected that guest may be asked to leave the property. _____

Capacity of Tasting Room The maximum seating capacity in the Tasting Room is 40 persons. Strolling dinner, or other such events not requiring seating for all guests, is up to 60 persons. _____

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 Dept of Health catering license and carry liability insurance. Caterer is responsible for all aspects of food service. Caterers are responsible for providing wait staff for serving food and for clean up. Caterers must provide linens, place settings, water glasses, wineglasses, water pitchers, etc. We will contact the caterer to 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 or renter's policies can provide this rider for little to no cost. You must provide a copy of this rider (2) weeks 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. 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 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 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. "Last song" must be at 9:55PM. The music must stop, and the bar will close. 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. Applicable sales tax will be charged. The deposit is **non-refundable**. _____

Final Payment

Final payment is due two weeks prior to your event. Applicable sales tax will be applied from the deposit as well as the final payment. We accept check or credit card payments. _____ Any wine sales not pre-paid will be due at the end of the evening of your event. Opened, unfinished bottles can be re-corked and packaged for take home. Payment can be made by cash or credit card.

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 one time 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.



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 _____