



Catering Company Name: _____

Contact Person Name: _____ **Phone Number:** _____ **Email:** _____

Catering at Ciccone Vineyard & Winery

All caterers (Referred to also as you) who will be providing service at Ciccone Vineyard & Winery (Referred to also as we or us) must agree to the following standard rules. An Approved Catering Agreement is required in order to provide service at Ciccone Vineyard & Winery. Please initial next to each policy and return prior to your first event. Please contact us directly with any questions or concerns regarding a rule.

Please provide the following for our records:

- Copy of your general liability insurance with Ciccone Vineyard & Winery listed as additional insured. _____
- Copy of your liquor liability insurance with Ciccone Vineyard & Winery listed as additional insured. The insurance is subject to our approval. _____
- Copy of your health department license. _____

Caterer is responsible for all aspects of food service.

- You must be able to provide mobile service as we do not provide kitchen facilities for events. _____
- No dish washing will take place on site. _____
- You must provide TIPS trained wait staff for bartending. _____
- You must provide linens, place settings, water & wine glasses, etc. or alert client that they are responsible for renting. _____
- All clean-up from food service is your responsibility including removing all materials and trash. _____

Bartenders must follow all state guidelines including the following rules.

- All alcohol must be served by bartender (no self-serve bars are to be set-up for mixed drinks or pre-mixed drinks.) _____
- No open bottles or containers will be given to any guest at any time. (This includes pitchers of beer or bottles of wine.) _____
- No underage drinking, no exceptions. If an underage guest is seen drinking please alert a Ciccone Vineyard & Winery staff member immediately. _____
- Alcohol will only be served to adults 21 and over who present a valid ID, no exceptions. _____

Client Contracts

Please send us a copy of all contracts you hold with a client for an event on our property. _____

Site Visit

If you have not been to our property in one year you must schedule a site tour with our event coordinator to ensure that the location is suitable for you and to note any changes the site may have had. _____

Policies agreed to by all clients (for you to be aware of):

Wines:

Only Ciccone Vineyard & Winery wines may be served. Other sparkling wine may be provided for a champagne toast ONLY, not to be served all night. Please be aware that clients are charged for any wine that is opened, foils or labels torn off or wine that has been chilled. Please do not over open or over chill as clients will be charged for every bottle. _____

Serving Alcohol:

Clients are aware that all alcohol can only be opened and served by our staff or your TIPS trained bartenders. If you do not provide TIPS bartenders please alert us and your client so they can make arrangements to hire a TIPS certified bartender. 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 be served to adults 21 and over who present a valid ID, no exceptions. _____

Warning:

Ciccone Vineyard & Winery 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. Please make your bartenders aware of these rules. _____

Liquor Service:

Ciccone Vineyard & Winery now allows guests to bring in liquor and have a full bar as long as a certified and knowledgeable bartender is hired. They are responsible to alert us to all alcohol to be served as well as to meet a wine minimum. _____

Approved Catering Agreement

Catering Agreement

All clients are aware that caterers must be approved and that they must meet all requirements listed above and that we must have a copy of the catering agreement between you and them on file. _____

Vendors

All clients are asked to have all vendors visit the site prior to event so you have the opportunity to inspect our facility to eliminate any potential problems ahead of time. _____

Time of Event

Bingham Township rules require all activity at the winery to cease by 10:00 PM. A last call will be given at 9:45 PM. All alcohol service will cease at 10:00 PM, no exceptions. _____

Weather

Clients are informed that inclement weather is a possibility with an outdoor venue and that the rental of heaters or tents may be a possibility and it is their responsibility to secure those ahead of time. _____

I am requesting to become an approved caterer of Ciccone Vineyard & Winery and agree to all the above policies by signing my name below. (All approved caterers will be listed on our Vendor's List)

*Caterer Owner/Manager Signature _____ Date _____

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