

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 based on your tier selection. Payment can be made via check or credit card. Email documents to events@cicconevineyard.com. By mail, to Ciccone Vineyard & Winery, 10343 E Hilltop Rd, Suttons Bay, MI 49682. These are the terms and conditions under which we will provide our services and facilities to you and to which you agree to be bound.

Venue Rental

Tier One accommodates up to 120 guests for both dinner and reception in the barn. Tier Two and Tier Three require an additional tent rental for dinner with the reception being held in the barn. _____

*For additional information refer to the 2022 Rental Rates

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. Upon request, your Event Coordinator is able to provide you with an estimate on how much wine 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 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 \$600 for up to 120 guests \$1,150 for over 120 guests, and \$1,700 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 are 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 & Winery is not responsible for cars, stereo equipment, or any personal belongings such as purses, clothes etc. that are left behind on the property. _____

Guest Limit Maximum guests on the property will not exceed 250 people including the wedding party. _____

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

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 11am 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.

Vendors

It is recommended that any vendors 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 Plan

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. _____ **In this case, you will be responsible for renting a tent within that 48-hour period.**

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 parking when guests arrive. Approx. 50 cars may be parked 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 you to hire a shuttle service. (See Vendor List on our website). However, the Event Coordinator **MUST** schedule with your shuttle service to guarantee that your guests will arrive on time and return home safely. 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. _____

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, and we will attempt to accommodate them. _____

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

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 be adjusted to your Rental Rate Tier, tent rental (if necessary) as well as applicable sales tax. We accept check or credit card as payment. _____ Final wine balances will be due on the day of your rehearsal. 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. _____

Indemnification You agree to defend, indemnify, assume liability for and hold harmless, Ciccone Vineyard & Winery from any and all claims, demands, damages, losses, suits, proceedings, penalties, expenses or other liabilities including attorney fees and court costs, arising out of or resulting from your event being held at Ciccone Vineyard & Winery, regardless of the basis (except for gross negligence on the part of Ciccone Vineyard & Winery). _____

This Agreement shall be deemed signed in Leelanau County, Michigan and all parties agree that any action under this agreement shall be brought in those Courts located in or serving Leelanau County, Michigan and governed under Michigan law. This Agreement may be executed in multiple counterparts, each of which shall constitute an enforceable original. In addition, counterparts exchanged by Facsimile or PDF shall constitute an enforceable original.

I am committing to hosting our event at Ciccone Vineyard & Winery, and agree to the policies and the terms of this Agreement by sign 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 policies of Ciccone Vineyard & Winery, and agree to be bound by the terms of this agreement.

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 _____