

**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 above documents to [events@cicconevineyard.com](mailto:events@cicconevineyard.com). By mail, to Ciccone Vineyard & Winery, 10343 E Hilltop Rd, Suttons Bay, MI 49682.

### **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 2023 Rental Rates Sheet

**Bridal Suite & Groom's Room:** The couple gets to utilize the Bridal Suite and Groom's Room for **1 hour** before the ceremony. No outside alcohol is allowed in these spaces. \_\_\_\_\_

### **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 \$800 for up to 120 guests \$1,350 for over 120 guests, and \$1,800 for over 200 guests. Ciccone Vineyard & Winery must be notified if liquor will be served and what will be served. \_\_\_\_\_

**Ice:** The couple is responsible for their own ice and coolers to chill beer, wine, etc. There are options to rent this from your catering or bartending staff or to be brought in by the couple. \_\_\_\_\_

### **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 & 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 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 **noon-5pm** the Friday before your event. Any additional time must be pre-approved by owner and additional fees may apply. (Fees: \$400 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 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 property.

**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 Plan**

It is necessary to have a back-up plan in case of inclement weather. We will develop a plan no later than two weeks 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 NOT rent tents; please refer to the Vendors List or contact your Event Coordinator for those who will rent tents to you. \_\_\_\_\_

When you rent a tent for our property, you agree that tents are temporary structures designed to handle most normal weather conditions; however, there may be situations that become unsafe such as high winds or lightning. Evacuation of tents is recommended in these or other unsafe conditions. \_\_\_\_\_

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 3pm and must be completed by 5pm. 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 9:30 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. All persons are required to be off property by 10:30pm. If tear-down would exceed this time frame it must happen the next morning from 9am-noon. \_\_\_\_\_

**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. \_\_\_\_\_

**Deposit** We require a deposit of 50% of your rental fee to reserve the date of your event. The deposit is **non-refundable**. If a cancellation does occur and the date is able to get rebooked, you will get a refund of all except a \$250 cancellation fee. \_\_\_\_\_

**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 at the latest. 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.**



**Contact Information**

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

Bride/Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Bride/Client Printed Name \_\_\_\_\_

Groom/Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom/Client Printed Name \_\_\_\_\_

Bride/Client Email \_\_\_\_\_ Groom/Client \_\_\_\_\_

Bride/Client Phone \_\_\_\_\_ Groom/Client \_\_\_\_\_

Bride/Client Address \_\_\_\_\_

Groom/Client Address \_\_\_\_\_

Estimated Number of Guests \_\_\_\_\_

Venue Pricing Tier \_\_\_\_\_