

**WOODEN SHOE VINEYARDS**  
**RENTAL AGREEMENT**

Phone: 503-634-2243 or Email: office@woodenshoe.com

*Renting the Tasting Room 2019*

Name of Renter: \_\_\_\_\_ Phone: \_\_\_\_\_

Group or Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Best way to Contact: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Expected Guests: \_\_\_\_\_

Timeline of Event: \_\_\_\_\_ Time of Setup: \_\_\_\_\_

**Reservations:**

A deposit of \$100 is required for events booked more than 2 months in advance and will go towards the overall cost of the room.

Deposit Paid: \_\_\_\_\_ Deposit Received Date: \_\_\_\_\_ Received by: \_\_\_\_\_

**Payment & Prices:**

Our rustic farm room is ideal for sit down events of 100 or smaller. Available all year long except March & April when we are booked for our annual Tulip Festival. Availability excludes some holidays.

Base pricing is from 4pm- 11pm for \$400 and include:

- Large repurposed barn beam bar table
- Television or USB slide show ability
- 100 white chairs
- (12) 5ft round or (15) 8ft rectangle tables
- OLCC server & facility liaison

*Ask to see if your event qualifies to use up to \$300 of your venue rental towards wine & beer*

**Additional Items Available:**

- Kitchen: Ask about Kitchen rental use
- Alcohol Service Options, see below
- Additional hours outside of 4pm-11pm are an additional \$25 per hour.

**Beverages/Alcohol**

All Beer and Wine must be purchased through Wooden Shoe Vineyards. No outside wine, beer, hard alcohol or distilled spirits are allowed on the premises including the garden, parking lots or office areas. Alcohol must be accompanied by sufficient food and non-alcohol beverages, provided by lessee.

Wooden Shoe Vineyards reserves the right to end alcohol service and/or the event at any time if our staff feels that behavior and/or alcohol consumption is getting out of control or dangerous.

I have read and understand the alcohol policy: \_\_\_\_\_

Please select the way you would like us to serve your alcohol:

- No Host Bar** – Individuals, guests will purchase their own alcohol from the bar.
- Pre-purchased Alcohol**- The host of the event will purchase alcohol ahead of time to be served during the event until it is used up. *Up to \$300 in alcohol can be used towards your venue cost.*
- Host Open Tab** – The host will leave a credit card number and will keep an open tab on the alcohol purchased and will pay the amount after the event. *Up to \$300 can be used towards your venue cost.*
- No Alcohol Served** – Wooden Shoe Vineyards will not serve alcohol at your event but if individuals want to purchase bottles to take home, we reserve the right to allow guests to purchase for later.

### **Set-up and Clean-up**

You and your vendors are responsible for your own clean-up of food items, and any decorations brought onsite. All garbage will need to be placed in garbage bags provided. Please make sure all your belongings are set up and cleaned up within your rented hours. If more time is needed beyond your rented hours, overtime and clean-up charges may apply.

Any additional set up and clean-up of items brought by you, your guests, or vendors left on grounds after your event will be charged at \$25.00 per hour. Minimum charge is one hour.

If damages or repairs arise from your event, it will be deducted from your \$50 refundable deposit. If damages or extra clean-up exceed your \$50 deposit you will be billed for the difference.

### **Vendors**

We allow you to choose any caterer, DJ, Band or decorator for your event. We do have onsite speakers and slide show ability. To use the computer capabilities and slide show it must be presented on a USB stick. We provide no linen or table utensils. If you are purchasing alcohol, we will provide plastic glasses for service.

### **Decorations**

Feel free to enhance your event with your choice of decorations and linens. Duct tape, nails, glue or any other intrusive methods of attaching things are prohibited. If you use of confetti, glitter, or wrapped candies be sure to make sure they are all picked up and cleaned before you leave.

Any decorations that you put up must be removed and taken with you within your rented hours.

### **Refrigeration**

We offer limited refrigeration and freezer space available for the day of your event.

**Lessee Signature and Date** \_\_\_\_\_

**By signing this document, you are agreeing to the terms stated above.**

*Wooden Shoe Vineyards/ Wooden Shoe Tulip Farm*  
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