

Wilson Family Vineyard Rental Agreement and Guidelines

This Agreement is made effective as of _____ and serves as a contract between the Wilson Family Vineyard, LLC and _____.

Responsible Party Information

Full names _____
Mailing Address _____
City, State, Zip Code _____
Email Address _____
Telephone _____
Date of Event _____
Time of Events _____
Number of Guests _____

Please initial the following packages you have accepted:

Venue and Main Residence, lower apartment and upper apartment (sleeps up to 22 people) Fee for Friday 3 PM thru Sunday Noon \$10,000 _____
Barn Apartment Add On (sleeps 2) \$250 per night x ___ nights _____
Barn event space Add On \$500 per day _____
Barn event space Stand Alone \$1500 per event _____
10% County Transient Occupancy Tax On Lodging _____
Refundable Security Deposit of \$2500 (if guests violate the noise ordinance they will lose full security deposit) _____

Total \$ _____

The undersigned Responsible Party agrees to meet all the deposit and payment schedules as delineated in the agreement and to adhere to all of the terms and conditions delineated in the Wilson Family Vineyard Guidelines below. The Responsible party is liable for any misuse and/or damage to Wilson Family Vineyard property by the Responsible Party or their guests during the rental period.

Initial to accept _____

Coordination

To ensure the success of your wedding/special event we require that you work with a day of wedding/event coordinator and that this coordinator has extensive background in all aspects of the wedding/event coordination profession. We do require that your coordinator be on site the day of the event to make sure everything goes exactly as you planned it. Additionally our site coordinator may charge an hourly rate for meetings and calls with the wedding coordinator.

Initial to accept _____

Alcoholic Beverages

Hard alcohol is prohibited at all times. Beer and wine may be brought in by the client but must be bottled or in a can. All alcoholic beverages must be delivered to the venue prior to the event. Any beverages not pre-authorized will be confiscated and will be returned after the event. No alcoholic beverages will be served after 9:30pm. Alcohol may not be served to minors. If staff deems alcohol consumption to be excessive at any time, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises. If it is discovered that hard alcohol has been consumed on the premises the full security deposit will be forfeited.

Initial to accept _____

Event Times

Our event hours are Saturday from 7:30 AM - 10:00 PM. Vendors will have 3 hours for set-up prior to the event unless arrangements have been made to allow for additional access time. Break-down/clean-up for the event will only be permitted immediately following the event and not to exceed 2 hours. No alcoholic beverages will be served after 9:30pm. A curfew of 10:00pm is strictly enforced for music to comply with County sound ordinances. All guests must exit the premise by 10:30pm. If the County Noise Ordinance is violated, the full security deposit will be forfeited.

Initial to accept _____

Parking and Transportation

We have enough parking onsite for the typical wedding party (bridesmaids and groomsmen), catering staff, musicians, etc. We recommend you use a shuttle service for the remainder of your guests staying at hotels.

Initial to accept _____

Rehearsal

A 1 hour rehearsal is included in our venue fee. The rehearsal must occur between 3 pm and 7pm the day prior to the wedding.

Initial to accept _____

Booking-Fee/Payment

A down payment of \$500 is required to book your event, with half of the remaining balance due 90 days prior to the event and final payment due 45 days prior to the event. These fees are non refundable. **Additionally a refundable security deposit of \$2500 is due 10 days prior to the event and will be returned within 10 days after the event.** Any damages to the property are the responsibility of the contracted party.

\$500 booking deposit _____

Half of remaining balance, \$ _____, due _____

Final Payment of \$ _____ due _____

Initial to accept _____

Date Changes/Cancellations

In the event the client is forced to change the date of the event of wedding, every effort will be made by Wilson Family Vineyard to transfer reservations to support the new date. A \$200 charge will be applied for paperwork changes and changing details of the event.

In the event of a cancellation of the event or wedding, all payments made to date are non refundable and all outstanding payments will be due immediately.

Initial to accept _____

Insurance

We require a General Liability Certificate of insurance covering the date of the event in the amount of \$1,000,000.00 naming Wilson Family Vineyard, LLC, 16650 Sherman Way, Van Nuys, CA 91406 as an additional insured and must be received 30 days prior to the event. A general liability certificate can usually be obtained from your insurance or online broker. Wilson Family Vineyard is not responsible for injuries, damages or losses that might occur during the event, set-up, or clean-up.

Insurance Certificate due _____

Initial to accept _____

Restrooms

Wilson Family Vineyard has 1 restroom available near the pool in addition to the restrooms available in the main residence and granny flat. We recommend that you obtain portable restrooms for your guests to use during the event.

Initial to accept _____

Decorations and Toss-its

Please let us know at least one week prior to your event date, any décor or displays that you will be bringing onto the property. We wish to verify that all items are safe and will not damage the structure or surfaces of the property. Birdseed, lavender, bubbles, and rose petals may be used to throw at the newlywed couple or used during the ceremony. We ask that you not throw rice, it is dangerous to birds. We also ask that no non-biodegradable items be thrown such as confetti or silly string.

All decorations must be removed without leaving damage directly following the end of the event, unless special arrangements have been made between the client and Wilson Family Vineyard. The only adhesive material allowed is drafting tape which will not damage surfaces. Nails and staples may not be used.

Initial to accept _____

Candles

Any use of candles must be approved by Wilson Family Vineyard. All candles must be contained or enclosed in glass.

Initial to accept _____

Security Guard

A security guard will be present for all events where alcohol is served. This service is non negotiable. The cost of this service will be charged to the client.

Initial to accept _____

Main Residence and Apartments

Your wedding package includes a two night stay in our 4 bedroom main residence and studio granny flat. Accommodations include a full kitchen, downstairs, bar/kitchen upstairs, deck overlooking the vineyard, 4 baths, washer/dryer, fire pit, outdoor bar area, pool and spa. The main residence has a master bedroom with a king size bed and attached bathroom. There are three separate bedrooms with 1 king, 2 queens and 2 full beds. The dining area has seating for 10 guests. We also have two outdoor dining areas. There are two television viewing areas, one downstairs and one upstairs in the family room next to the bar. The studio granny flat has a king bed. Check in is at 3pm the day before the wedding/event and check out is noon the day after the wedding/event. Pets are not allowed. No parties are allowed other than the wedding/event to be located in the event space. Maximum overnight occupancy is 14 guests. The 10 PM noise restriction is strictly enforced. Additional lodging is available in three apartments: a 2 bedroom with 1 bathroom that sleeps 6, a 1 bedroom 1 bathroom that sleeps 2, and a 1 bedroom, 1 bath that sleeps 2.

Initial to accept_____

Miscellaneous

Children- Are allowed on property, but we ask that they be under parental or guardian supervision at all times. Children may not be left unattended at any time on the property. Wilson Family Vineyard reserves the right to take necessary action if a child is endangering themselves or the property of others.

Pets- No pets are allowed unless special arrangements with the manager have been made.

Smoking- Smoking is not allowed.

Chewing gum- Is not allowed in the main residence or apartments.

Initial to accept_____

Responsibilities

The Responsible Party agrees to indemnify and hold harmless Wilson Family Vineyard and any related entity or institutional agency from and against any damage, loss, liability, cost or expense, including reasonable attorney’s fee, arising from intentional or negligent acts on the part of the Responsible Party or any of its guests and any other person or entity associated in any way with the Responsible Party in connection with the use of the facilities under this rental agreement. Cancellation by Responsible Party will result in forfeiture of any deposits that have been paid. The performance of this Agreement by either party is subject to acts of God or other casualty, war, government regulations, or natural disaster, making it illegal or impossible to provide the facilities or to hold the event; therefore, this Agreement may be terminated for any one or more of such reasons by written notice of either party at the time.

Initial to accept_____

I, the Responsible Party, have read and understand the above Guidelines and Rental Agreement. Any additions, deletions, or revisions must be made in writing and approved by both parties. This Agreement constitutes the extent of obligation of Wilson Family Vineyard and I agree to abide by the outlined terms. The Agreement and Guidelines contained in the Agreement are to reserve the event date and space for the Responsible Party.

Responsible Party Name (Print) _____

Responsible Party Signature _____

Date _____

Wilson Family Vineyard Representative

Name (Print) _____

Wilson Family Vineyard Representative Signature _____

Date _____