

the Winery at Wolf Creek

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The Great Room Rental Policies

The Great Room is available for rental Monday - Saturday from 8:00am - 11:00pm and Sunday 11:00am - 11:00pm. When you sign a rental contract with us, you will be required to comply with the following regulations and procedures. Please be sure to read them carefully before signing the rental policies form and the contract.

Great Room Rental Terms

- **\$75 each hour (two-hour minimum).**
- **Rental periods must include all set up and cleanup time for you and your caterer. You, your guests and your caterer may not enter the Great Room until your rental time starts.**
- **You may not bring items in to the winery prior to your rental time. We do not have a place to store them and cannot guarantee their safekeeping.**
- **Payment for wine served at the event and the remaining rental balance must be made at the completion of your rental.**

Deposits and Fees

- **An initial \$75, *non-refundable* fee is required to hold the date requested. This deposit shall be applied to the balance of the rental contract. The remaining balance is required at the conclusion of your rental. Please make checks payable to The Winery at Wolf Creek.**
- **A valid credit card must be provided to the server at the beginning of your rental to cover any additional fees.**
- **Repairs and additional cleanup costs are your responsibility and will be billed to you at \$50 per hour.**
- **You, your guests, and your caterer cannot arrive prior to your rental start time. If the rental exceeds the time period detailed in the contract, the additional time will be your responsibility and shall be billed in half hour increments. Adding time to your rental may or may not be available based on other scheduled events and must be discussed with your server.**
- **A gratuity charge is not added to your rental however, a tip for your server is encouraged and greatly appreciated.**

Rental Facilities

- **The Great Room has 48 chairs, ten 30x30 tables and four 30x24 tables two, six-foot buffet tables are provided.**
- **You may not bring in extra tables or chairs to the Great Room.**
- **The Winery at Wolf Creek will provide wine glasses at no additional charge.**
- **Any special arrangements must be detailed in the rental contract.**

- Attendance of more than 48 people without our prior approval will permit us to immediately terminate the rental and remove you and your party from the premises.
- It is permissible to exceed 48 people if your event is an open house type of event. The room should not exceed 65 people at one time.
- We do not rent our outside/green space. If you rent the Great Room you will have full access to the outside along with our tasting room patrons. You may not reserve outside space or picnic tables for your rental.
- It is possible to have a small ceremony on the grounds, but no chairs, tables or tents may be set up. Please keep in mind that the winery is an agricultural business. Bugs, farm animals, pesticides, farming equipment and dirt are all part of the winery's charm. The public tasting room will remain open, so please be aware other winery patrons may be present.
- Well-behaved children and guests under 21 are welcome at the winery.

Smoking Policy

- The entire winery is a non-smoking area. Smoking is permitted outside only. This policy is strictly enforced.

Food Service

- No full-service kitchen is available. A prep-kitchen consisting of a refrigerator/freezer, sink and counter space is available in the Great Room.
- There is no oven or stove in the prep-kitchen. You may bring in chaffing dishes, roasters or crockpots to keep your food warm.
- We can provide a list of caterers for your reference. **You may contract with any caterer or provide your own food.**
- On-site grilling is only permitted by an insured caterer using a propane grill.
- **Set up and cleanup time must be included in the rental period indicated in the contract.** Early arrival or late departure time will be the renter's responsibility.
- It is your responsibility to notify the caterer of the regulations laid out in this document.
- We do not provide utensils, cups (other than wine glasses), ice, plates, napkins or serving utensils. You will need to bring in all supplies.
- The winery has soda and bottled water available for purchase. You are welcome to bring in your own soda, water & non-alcoholic beverages for your event.

Wine Service

- A wine server will be in the room with you for the entire rental. For planning purposes, figure four to five full glasses per bottle or 60 full glasses per case. A case of wine is 12 bottles and can be mixed and matched. We do offer a case discount of 10%. We suggest having the server help each of your guests find a wine they like.
- **The Winery does not guarantee the selection of wine available for any rental. All wine available will be in the Great Room. There is no need to pre-order or pre-purchase wine unless you request a specific wine that is limited in quantity. It is then recommended that you purchase that wine at an earlier date.**
- In accordance with state law, we will not serve any guest who, in our sole judgment, appears to be intoxicated, nor will we allow any wine to be served to minors who may be in your group.

- Due to the limits of our state agricultural winery license, no other alcohol (opened or unopened) is permitted on the premises (including parking lots and grounds). **Bringing beer or any other alcoholic beverage on the grounds is illegal and will be considered a breach of the rental contract.** Any such breach will result in you and your guests being required to leave immediately.

Decorations and Entertainment

- The Great Room may only be decorated in a manner, which in our judgment does not damage the facilities.
- **No confetti or similar substances will be allowed.** Candles may only be used with glass globes. Please consult with us in advance regarding decorations to avoid problems.
- You may bring in your favorite CD's, iPod or MP3 player for our staff to play for your guests. XM satellite radio is available.
- You may hire appropriate entertainment for your event if you choose. Please notify us if you do.
- We reserve the right to remove or modify any aspect of decorations or entertainment, which we feel, in our sole judgment, poses a safety risk or nuisance to your guests or the general public, or which any of our employees or we believe is inappropriate.
- We do not provide tablecloths or rent tablecloths for the tables. The guest tables do not need covers, but the two, six-foot tables that are most commonly used for food DO NEED tablecloths.

Cleanup

- You or your caterer will be responsible for cleaning up at the end of the festivities.
- Tables must be completely cleared; trash must be collected and placed in the wastebaskets (including restrooms).
- The caterer's preparation area must be cleaned. All catering items left must be removed from the Great Room upon completion of the rental.
- We will provide replacement trash bags for wastebaskets and will be responsible for washing the wine glasses. The winery staff will vacuum the Great Room.
- You will be responsible for paying for any of the above cleanups, which you do not perform, as well as any non-routine cleanup following a rental. Such charges will be billed to you at the rate of \$50 per hour.
- The winery is not responsible for lost or stolen articles during your rental. Items left after your event will be placed in our lost and found.

You are responsible for all the information contained in these policies. Please keep a copy for your records.

By signing this form you agree you have read, understand and agree to all the policies and procedures associated with renting the Great Room.

Signed: _____ Date _____
Renter

Phone

Rental Date

Signed: _____ Date _____
Wolf Creek Vineyards, Inc.