

HERNDER'S WEDDING RECEPTION GUIDELINES & CONTRACT 2010

Menus:

Thank you for selecting Hernder Estate Wines (HEW). Our Wedding Consultant (Angel Fusarelli) will be delighted to help choose your special menu. Menu selections are requested about three months prior to your wedding. Due to licensing restrictions and insurance issues, all food and alcohol must be provided by HEW. The removal of any food or beverage from the premises is prohibited.

Tax and Service Charge: All menu prices include PST (food 8% & alcohol 10%), GST 5% and a 15% Service Charge.

Guarantee and Payment:

A deposit of \$2,000.00 is required for all weddings to confirm reservation. A guaranteed number of adult and child guests with full payment must be received the Monday prior to your wedding. This guaranteed number is not subject to reduction. If there is an outstanding balance due at the conclusion of the wedding, it is to be paid within 7 days after the function. **Payment methods are cash/cheque only, Please note: we do NOT accept credit cards!**

Room charge plus GST will be determined if final guaranteed adult (19+) numbers are not met. Please note that there are usually two functions going on at the same time; one in the Alexis Room and the other in the Victoria Room. Guests only share the parking lots.

Security Policy:

HEW will not be responsible for the damage or loss of equipment or merchandise stored or displayed on its property prior to, during or following your wedding. Willful damages to the Winery or its property that are incurred during a function, shall be considered to be the responsibility of the contractee, and damages will be billed to the function.

Cancellations:

In the event you should cancel your wedding, the following cancellation fee will apply:

0-7 days in advance: 100% of estimated food & beverage.

90 days to 8 days in advance: 50% of estimated food & beverage.

Bar Requirements:

Hernder Estate Wines (HEW), as a Licensee, is responsible for the administration and service of alcoholic beverages in accordance with AGCO laws. If alcoholic beverages are to be served on HEW premises, HEW will require that beverages be dispensed only by HEW servers and bartenders. The Alcohol Consumption Policy must be signed the Monday before the event where alcoholic beverages will be served.

Wedding Cake:

Wedding cakes may be brought in. We will provide a server for you at late night for the cake cutting and serving along with pizza, coffee and tea. When delivered, HEW will have a table ready with linen for you. HEW is not responsible for the cake, and will not touch or move the cake prior to the reception (left over or saved cake, cake plates and pillars are your responsibility to take home). Only homemade sweets are permitted to be put out at late night. They must be trayed and marked with wedding date and names. Hernder is not responsible for these items. We urge you to have someone double check to make sure it all has been put out.

Decorations: Tables are covered with a white linen cloth and a colored napkin of your choice. Chair covers are also included (bows not included). No confetti or open flame taper candles are allowed (**no votives, all flames must have a 5" clearance over the flame**). Floating candles or candles with hurricanes are acceptable. If unsure of acceptability, please ask Angel prior to buying or renting.

Rentals and Favours:

Hernder's has their own in-house system and D.J.'s. Our fee is \$800.00 plus HST and includes Dinner Music, and Dance till 1:00 a.m.. No other DJ's services are allowed! If you are thinking of hiring a live band, please discuss with Angel for additional live music charges. Hernder has a website www.hernder.com and is full of wonderful and helpful information including a printable Map to the Estate for you and your guests. Hernder's also offers different rentals from upgrading the head and cake table décor, wedding arches and moneyboxes. Wedding favours are also available from personalized wine bottles to ice wine chocolates, wine openers and even our Wine Club memberships. Here at Hernder's we try and help you have the wedding day you always dreamed of.... and more!!!!

NO SMOKING - Hernder Estate Wines is a non-smoking environment, no exceptions!

Herder Estate Wines (HEW) wants your party to be a success. We will do our best to make it so; however, abuse of alcohol can ruin a party quickly. As the host, you are accountable for the behavior of your guests. Please help our Staff enforce responsible drinking behavior.

The following is our policy, which has proven to be both discreet and effective.

1. No liquor will be consumed on HEW's premise by any person under the legal age. Valid, government issued identification cards may be requested of any person(s) who appear to be under age at any time during your event. If any minors are caught drinking, both parents and the minor(s) involved will be asked to leave HEW property. All guests must have valid I.D. if they plan to consume alcoholic beverages, including the wedding party.
2. No liquor will knowingly be consumed on HEW premises by any person who, in the opinion of appropriate HEW staff, is or appears to be impaired.
3. In an effort to control consumption, the HEW staff may proceed as follows when a problem is developing.
 - a. Contact the contractee of the event to approach guest(s).
 - b. Ask for cooperation from others in the party.
 - c. Cease serving individual(s).
 - d. Ask problem individual(s) to leave.
 - e. Close the bar.
 - f. Call the police.
3. The Contractee voluntarily assumes a duty to control the premises, aid in elimination of under age consumption of alcoholic beverages and alcohol sales including persons appearing to be impaired. The Contractee assumes the responsibility to supply safe transportation for any guest(s) at their function who may require assistance.

Contractee: _____

Date of Event: _____

Number of Guests: _____

Contractee Acknowledgement: _____
signature

Date: _____

Statement of Age

I, by witness of my signature affixed, do hereby declare that I am 19 years of age or older and that the driver's license or age credentials presented by me before signing this statement are true and factual. I also agree that I will not provide any alcoholic beverages for minors. I also agree to the house policy of carding everyone for the consumption of alcoholic beverages.

Bride's Name: _____

Signature: _____

OR

Groom's Name: _____

Signature: _____

WEDDING AND RECEPTION CHECK LIST

You're getting married...Congratulations!

Early and complete planning will make your day memorable and enjoyable.

<i>Number of Guests</i> _____		<i>Hernder's DJ</i> _____ Jonathan Blaney
		DJ's Number _____ 1-877-504-5882 x 115
Wedding Time: _____		
Reception Time: _____		<i>Photographer</i> _____
Dinner Time: _____		Photographer's Number _____
<i>Ceremony Info</i>		<i>Florist</i> _____
Minister _____		Florist's Phone Number _____
Ceremony Music _____		
Arch _____		<i>Jeweler</i> _____
Rehearsal _____		
		<i>Wedding Cake and Knife</i> _____
<i>Invitations and Response Cards</i>		<i>Guest Favors</i> _____
Style _____		
Quantity _____		<i>Gifts</i>
		Best Man _____
Wedding Dress _____		Maid of Honor _____
Bridesmaids _____		Attendants _____
Tuxedos _____		Parents _____
<i>Hairdresser</i> _____		<i>Pampering</i> _____

Other things to think about and do

Marriage Licence	Passports for Honeymoon	(MC) Master of Ceremonies	Garner Belt, old, new, borrowed, blue
Sign-In Book	Seating Plan	Hernder's Gift Registry	Thank you Cards
Transportation	Hotel for out of town guests	Menu's, Bar Selection	Rehearsal Dinner

HERNDER ESTATE WINES

FUNCTION CONTRACT SHEET 2010

Date of Wedding; _____

Estimate of Invited Guests _____

Function Room: Victoria / Alexis

This agreement is made between Hernder Estate Wines and the party (parties) represented by:

Bride: _____ res: () _____ work:() _____

Groom: _____ res: () _____ work:() _____

Principle address: _____

City _____ Postal code _____

Alternative Contact: _____ Phone: _____ Fax: _____

Bride's email _____ Groom's email _____

[**Ceremony on site?** YES NO TIME: ____ / Where** : _____] (Church ____ p.m.)

Patio to be utilized? Yes No (**West** upto 80 **East** up to 200)

For in case of bad weather, the ceremony will have to take place in your reception room

ADDITIONAL SERVICES: fee with taxes: Archway (\$52.50) Money Box (\$52.50) Custom labeled wine (\$6.00 375 ml)
Ceremony set-up \$682.50 (indoor or out) Baby Grand Piano, Main Floor only (\$262.50)

Representative of the Function (Contractee) _____

I have read and accepted the terms of the Wedding Reception Guidelines & Contract & The Alcohol Consumption Policy & Contract _____

Representative of Hernder Estate Wines (Angel Fusarelli only) _____

Deposit Received \$ _____ Initialed _____ [Payment _____]

Refunds of your deposit (of an amount equivalent to 1/2 of the deposit) will be made if the function time/date can be rebooked, otherwise there will be no refund. Requests for refunds must be made six months prior to the event date to be eligible for consideration of refund;

This Agreement is Signed this _____ day of _____, 20____

We do not accept payment with a credit card. Cheque or cash ONLY!