

HERNDER'S WEDDING RECEPTION GUIDELINES & CONTRACT 2019

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. We do not allow choice dinners but will accommodate vegetarians and dietary restrictions. 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 HST and a 15% Service Charge.

Guarantee and Payment:

A retainer of \$3,500.00 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. Due to banking processing delays, we require a certified cheque or money draft for the final payment the Monday prior. Should your wedding fall prior to a long weekend, full payment is required 10 days before your wedding at your final meeting. In order to receive reimbursement for cancelled guests we must be notified by Wednesday at noon the week of your wedding. There is no reimbursement for guests that don't show or a cancelled wedding.

We accept cash / certified cheque / money draft & e-transfer only, NO credit cards!

Room Charge plus HST will be determined if final guaranteed adult (19+) numbers are not met. Please refer to wedding package for pricing. Please note that there are usually two functions going on at the same time; one in the Alexis Room (minimum 90 adults) and the other in the Victoria Room (minimum 160 adults). 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. Anything left more than 24 hours will be thrown out. We are unable to store your personal belongings.

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 bartenders and/or staff that are smart served certified. 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. 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 linen cloth and a colored napkin of your choice. Wooden chairs are provided. Should you want chair covers they will be an additional charge.. No confetti/glitter or open flame of any kind is permitted. These items will be removed without permission if we find any. Battery operated candles is our suggestion should you want that look.

Rehearsals

Rehearsals are certainly not a problem but you will have to clear it with Angel to ensure another party/function isn't on the property. Inside rehearsals have to be done during business hours (unless you book with the wedding co-ordinator), outdoor can be anytime even though the winery is closed.

Should you wish to schedule the Wedding Co-ordinator for the rehearsal, please make arrangements with Angel to make sure she is available. Her fee is \$75 and is due at the final meeting.

Smoking is allowed anywhere outdoors except on the patio's as of January 2015

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: _____

HERNDER ESTATE WINES

FUNCTION CONTRACT SHEET 2019

Date of Wedding; _____

Estimate of Invited Guests _____

Function Room: Victoria (min 160 adults) / **Alexis** (min 90 adults)

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

Bride: _____	Cell _____
Groom: _____	Cell _____
Principle address: _____	
City _____	Postal code _____
Alternative Contact: _____	Phone: _____ Fax: _____
Bride's email _____	Groom's email _____

Ceremony on site? 3:45 Lawn Ceremony **OR** 4:30 East Patio Church

(1st group to book will have 1st choice of ceremony)

In case of bad weather, the ceremony will have to take place in your reception room for the same fee

ADDITIONAL SERVICES: Archway (\$75.00) Money Box, (\$75.00) Wine Bottles Ceremony set-up \$1500.00 (indoor or out) Baby Grand Piano, Main Floor only (\$250.00) these prices do not include HST (except wine)

Representative of the Function (Contractee) _____

Refunds of your retainer (of an amount equivalent to ½ of your retainer) 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 _____ initials I also understand and accept the adult minimums for each room _____ initials

I have read and accepted the terms of the Wedding Reception Guidelines and are aware of the final meeting the Monday am prior to our wedding _____

Representative of Hernder Estate Wines (Angel Fusarelli only) _____

Retainer Received \$ _____ Initialed _____ [Payment _____]

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

We do not accept credit cards
E-transfers can be done for the retainer as well as cash or a money draft.