

## BoaVentura Wedding Agreement

•Bride/Groom(also know as renters)

\_\_\_\_\_, have contracted rental use of the facilities at BoaVentura Winery for a Wedding event.

- Date of Wedding\_\_\_\_\_
- Ceremony time \_\_\_\_\_
- Reception time\_\_\_\_\_
  
- Date of Rehearsal\_\_\_\_\_
- Rehearsal time \_\_\_\_\_
- No more than 10 guests can be present during rehearsal, other than the wedding party
  
- Approximate number of guests\_\_\_\_\_ (max capacity 150 people) There is a monetary fine if more than 150 guests are present at the event. A \$50 per additional person charge will be deducted from the security deposit.
  
- **The event music must be turned off by 10pm. The event must end and guests departed by 11pm. Caterer and other Vendors must be off premises by Midnight.**

**•Event Fee and Deposit**

- Event fee is \$6,000.00 (\$5000 event fee + \$1000 Wedding Coordinator fee) and is due 21 days before event. You will also sign a contract with the Coordinator and pay them directly.
- Deposit is \$2500.00 and is required to hold the wedding day and also a security deposit in case of damaged property, breach of contract and/or lack of cleanup by all parties associated with wedding.

**DEPOSIT IS REFUNDED SEVEN DAYS AFTER EVENT.**

\_\_\_\_\_Please initial here that you have read and agree

INTERNAL USE
_____insurance in
_____ wine purchased
_____wedding layout
_____event fee paid

**Day of rehearsal:** guests can arrive as early as 3pm. And are allowed access to the property for up to 3 hours for rehearsal of ceremony.

- No more than 10 people are allowed on the property during that time besides the wedding party.
- Tables and chairs are not to be set up until the day of the event.
- Smoking is permitted in designated areas only.

\_\_\_\_\_Please initial here that you have read and agree

**•We understand the facility fee to allow the use of the following:**

- Ceremony Lawn, Reception Lawn, Bocce Ball Court, Barn Patio (existing lighting), 2 Winery Restrooms, A Self Park Dirt Lot with Flood lights, 2 Accessible Parking Pads for handicap, Winery Ceremony Chairs (max 200), Winery Reception Chairs (max 200), Winery 60' rounds (max 20), Rectangular 8 Foot Tables (max 2), Rectangular 6 Foot Tables (max 6), Rectangular 4 Foot Tables (max 2) and 6 Wine Barrel cocktail Tables.
- Outdoor use only, the inside of the Barn and Tasting Room is not permitted for use during wedding ceremony or reception.

\_\_\_\_\_Please initial here that you have read and agree

**•We understand that BoaVentura Winery DOES NOT provide:**

- Overnight storage, all items, excluding rental items, must be removed from the Property at the end of event.
- BoaVentura is not held liable for any items left at the Winery.
- We do not allow pickup of personal items the day after event.
- Kitchen facilities, refrigeration, or ice (all vendors must be self contained)
- Dance floor
- Area Heaters
- Extension cords

**BoaVentura Winery DOES NOT provide continued....**

- Clean up and Waste Removal (caterer and or bar service must remove all waste)
- Dressing Room
- Trash cans or bags for caterer or facility
- Setup of tables or chairs

\_\_\_\_\_ Please initial here that you have read and agree

**•We understand the Catering and Bar service policy as follows:**

- No catering provided; Contracted Caterer must provide all necessary equipment to prepare and service event.
- No kitchen facilities available, the caterer must be self contained
- Caterer space or set-up area is located behind the Barn on the concrete pad. No indoor space available.
- Caterer is allowed small pop-up tents. BoaVentura does not provide.
- Caterer/Wedding Coordinator/Staff is to set up all tables and chairs and decorations. Family member are NOT permitted to set up.
- 4 people aside from event vendors may set up decorations only on the day of event. No more than 4 people permitted.
- Caterer provides professional licensed bartender 21 years or older.
- Caterer must serve all alcoholic beverages at event
- Caterer is responsible for all waste removal and must clean up prior to departure.
- Caterer and/or Wedding Coordinator to maintain restrooms during event and cleanup after event is over. This includes wiping counters, sweeping and emptying trash cans if necessary.
- Set up and take down of tables and chairs.
- All BoaVentura tables and chairs must be cleaned if needed and stacked on their carts at the end of the event.

**Catering and Bar service continued.....**

- Set up to occur no more than 3 hours prior to scheduled event time
- Renter agrees to purchase BoaVentura Wines for the Wedding event. **No other wines permitted**, with exception to Champagne. Renters may bring in Champagne of their choosing, to be served by Caterer.
- BoaVentura wine must be purchased at least 21 days prior to scheduled event.

You can choose your own caterer, but here are local caterer's who've worked at our Facility in the past:

BonVivant, Livermore - Kim Bell is the owner

Pampered Palate, Pleasanton - Skip Hensley is the owner

A Tasteful Affair, Pleasanton

\_\_\_\_\_Please initial here that you have read and agree

**•We understand the additional rules and liability stipulations: (Coordination)**

- Renters are required to have a Wedding Coordinator, at their own expense.
- We require renters to use Darlene Wallace at Events by Wallace. Darlene and her team are fantastic. You can reach her at (925)867-1515 or via email at [event1515@aol.com](mailto:event1515@aol.com). Her minimum services are included in the event fee. (rehearsal & day-of coordination)
- The Wedding Coordinator is required to be at the rehearsal and the wedding event at least two hours before scheduled event time.
- Coordinator will be the primary contact for the caterer and all other vendors before and during the wedding event.
- If the Wedding Coordinator fails to perform duties outlined in this contract and thus duties have to be handled by the Winery Owner, there will be a \$50 charge deducted from the renter's security deposit for each occurrence.
- Coordinator will be responsible for turning off all lights and closing out the event at the end of the night. They should be the last person to leave the event.
- If renters fail to provide a Wedding Coordinator, or the Wedding Coordinate doesn't show up for either rehearsal and/or the scheduled event, than the Winery Owner will act as Coordinator and a \$500 minimum fee will be deducted from the renter's security deposit.

**Additional Rules and Liabilities continued.....**

- Renter's to provide an Itinerary for the day of the event to the Winery Owner, including outline of facility set-up.
- Renter's to notify BoaVentura about all scheduled deliveries.
- BoaVentura to be notified and approve of the renter's sound system, such as Ipod, DJ, live Band etc...
- Any additional lighting or decorations hung from the trees or surrounding area or free standing must be put up the day of the event and taken down that same night by a licensed insured and bonded professional at the renter's expense. These additions must be approved in advance by BoaVentura owners.
- **A Final Vendor meeting is required at least one week before the scheduled event. Must include Caterer, Wedding Coordinator and any other Vendors/Persons that will be present and working at the Wedding Event.**

\_\_\_\_\_Please initial here that you have read and agree

**Other Miscellaneous Details**

- Music will be turned down and then off at Winery Representative's discretion if deemed too loud
- Decorations are permitted on table tops, chairs and service tables
- The Winery does not allow the use of nails, tacks, tapes, confetti or bird seeds.
- No open flame in the barn area, such as candles.
- Candles are permitted on Table tops away from Barn, but must be enclosed
- Renters are liable for the personal property, health and welfare of all guests attending their hosted event.
- Renters are liable for any and all damages and losses suffered to Winery property as a result of misuse of facilities by guests, caterer and/or other vendors. If damage occurs, fees will be deducted from the renter's security deposit.

**Other Miscellaneous Details continued....**

- Renters acknowledge that any rental equipment from an outside source needs to be stacked and prepared for pickup before end of event on the concrete area behind the barn.
- BoaVentura will charge \$100 hourly rate if cleanup duties outlined in this contract have not been performed. The property should be left in the condition it was originally in before the event took place.

\_\_\_\_\_ Please initial here that you have read and agree

**Weddings Scheduled on Sundays (except 3 day weekends)**

- Event fee is \$4000.
- Rehearsal shall be held on Thursday before the event.
- Event music must be turned off by 9pm.
- The event must end and guests departed by 10pm. Caterer and other vendors to depart Winery by 11pm.
- Other terms remain the same.

**Event Insurance**

- Renters must provide a two day insurance policy for the rehearsal and day of event, naming BoaVentura Vineyard as additional insured with liquor liability.
- Copy of insurance policy is due to the Winery a minimum of 10 days before the scheduled event is to take place
- Insurance can be issued through Vascony & Malloy, contact Maryanne at (707) 963-2777.
- If insurance is issued through another company, it must be sent to and approved by Vascony & Malloy.
- Caterer and all other vendors to provide proof of insurance at least 10 days prior to scheduled event.

\_\_\_\_\_ Please initial here that you have read and agree

**Cancellation policy**

- If the event is cancelled 6 months or later from the scheduled date BoaVentura retains the right to keep half of the security deposit.
- If the event is cancelled within 6 months from the scheduled date BoaVentura retains the right to keep the entire security deposit.

\_\_\_\_\_Please initial here that you have read and agree

**Renter is required to provide a completed signed wedding contract upon booking the event and placing the deposit.**

**A signed and completed contract, signed by ALL parties involved, including Caterer, Wedding Coordinator and any other Vendors involved with the event, is due a minimum of 10 days before the scheduled event.**

**We have read and agree to all the terms outlined in this contract:**

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Renter Signature/Date/ Phone number/ Email address/ Home address

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Caterer Signature/Date/Phone number

\_\_\_\_\_  
Wedding Coordinator Signature/Date/Phone number

\_\_\_\_\_  
Winery Representative Signature/Date  
BoaVentura de Caires Winery  
9309 Tesla Road, Livermore Ca. 94550  
925.606.9672 Fax 925.449.1965 [www.boaventuravineyard.com](http://www.boaventuravineyard.com)

Deposit taken: Y / N After event: Any fee's deducted?

Amount: \$ Amount: \$

Wine Purchased in Advance: Deposit refunded: \$

Quantity: Date Mailed:

Sent to: