

Narcisi Winery Banquet Frequently Asked Questions:

Can you accommodate weddings?

No. We would be honored to host your bridal shower or rehearsal dinner but we do NOT host wedding ceremonies, wedding receptions, or “celebration dinners” of any kind – regardless of the size. Due to our venue limitations, while keeping in mind that we are always open to the general public, we simply cannot accommodate what a “typical” wedding venue would offer including DJs, private parking, a dance floor, a quiet enough ceremony space, and other drinks other than wine or beer.

What are the time slots for events?

Our time slots vary depending on the day.

Monday and Tuesday (Exclusive events): 5pm-9pm with 100 guest minimum.

Wednesday and Thursday: 12pm-4pm or 5pm-9pm (4:30pm host arrival, 5pm guest arrival)

Friday and Saturday: 12pm-4pm or 6pm-10pm

Sunday: 12pm-4pm or 5pm-8pm (4:30pm host arrival time to set up, 5pm guest arrival)

What are the rental area options?

We have both indoor and outdoor venues available to rent. Our indoor room holds up to 64 people seated and can be divided into two separate rooms: large and small. Our large room holds 40 people while our small room holds 24 people. Our outdoor pavilion can hold up to 96 people at metal picnic tables and can be divided into two separate areas, each holding 48 people.

Are there rental fees to book your facility?

Yes, non-refundable rental fees are required for each of our venues. To be clear, this is not a deposit and will not be taken off the final bill. It is a one-time fee to secure the space.

Full indoor room- \$250 (64 guest max)

Full pavilion-\$500 (96 guest max)

Large room-\$200 (40 guest max)

One half of pavilion-\$250 (48 guest max)

Small room-\$100(24 guest max)

How do I book and secure a date for my event?

You can book your event through our Events Coordinator. We require a completed and signed rental agreement submitted via email as well as the non-refundable rental fee payment to secure your date. We cannot hold dates.

What is included?

Tables, chairs, white or black table linens & napkins, silverware, water glasses, wine glasses, serving utensils for food provided by our kitchen, dessert plates, & light dinner music from overhead speakers. Outdoor events: Clear plastic cups for beverages.

Do I have to spend a certain amount to book an event?

There is a FOOD ONLY minimum for each venue. This price does not include wine, beverages, rental items, rental fee, tax, or gratuity. \$500- Each side of the outdoor pavilion, \$500-Full Indoor Room, \$400- Large Indoor Room, \$300- Small Indoor Room.

Can we bring in our own food?

You may bring in your own desserts- cake, cupcakes, cookies, etc. No other outside food or beverages are permitted. (No chips, pretzels, trail mix, etc) We cannot allow punch bowls or pitchers for sangria. No chocolate fountains. **Absolutely no outside wine, liquor, or beer. If found, we reserve the right to terminate the event immediately with no refund.** *No outside wine, liquor, beer, spirits, seltzers, or champagne bottles for favors or raffle baskets.*

How many tables for seating fit in your rental areas?

Full indoor banquet room- up to 8 tables. Large room- up to 5 tables. Small room- up to 3 tables. Full outdoor pavilion can hold up to 16 metal picnic tables with 8 tables per side (A&B). Unused picnic tables will be used for desserts, gifts, beverages, photos, etc. **Unused picnic tables in the pavilion cannot be moved outside of the rental venue space.**

How big are your tables?

Indoor room- 60 inch round tables that can seat up to 8 guests. **Outdoor pavilion-** 6 foot metal picnic tables with attached benches that can seat up to 6 guests. Our folding banquet tables for food, wine, gifts, etc. are 6 foot. We do not have high top/cocktail tables.

Are there lights and heaters in the outside pavilion?

Yes, there are lights that will be turned on for evening events. **No, we do not have heaters. We also do not allow outside heaters to be brought in due to safety concerns. Fans?** Yes. **Electrical Outlets?** No. **AV Equipment?** No.

We want an outdoor event, but what happens if it rains?

Once you confirm your event for the outdoor venue, you are designated to that space for the allotted rental block. We do not have a "back up plan" to move your event inside due to inclement weather. This is the gamble with any outdoor event- temperature, weather conditions, insects, etc. Many factors are out of our control. Please include on the invitations that it is an outdoor event and for guests to dress accordingly. The outdoor pavilion is **covered** and will provide shelter from the elements. No pull down sides available. The sidewalks and walkways to our main building are not covered.

When do I decide on food and wine options for my event?

Information from the Indoor/Outdoor Checklist must be submitted **via email** 14 days prior to your event. Our chef orders the food based on your final guest count provided 7 days beforehand. That is the number of guests you will be charged for the day of the event. Guests will not order the day of the event. Submit FINAL details via email 7 days prior to the event.

When can I come in to decorate for my event?

Your rental space will not be available for vendors and the like to set up until **ONE HOUR** prior to the event start time to decorate (430pm Wed, Thurs, & Sun) **NO EARLY ACCESS**. Decoration restrictions are listed in the rental agreement. Cake & floral deliveries may drop off items **ONE HOUR** prior to the event. **Narcisi Winery Staff is not responsible to set up, store, or transport any outside decorations or desserts.** Walkways must be clear at all times, and cannot be blocked by decorations, signs, tables, etc. Host and decorating crew are responsible to transport items to and from rental venues. Anticipate the same amount of time for set up & clean up. Venue must be clear and vacant at end time. Narcisi Winery is not responsible for any items left behind or forgotten.

Do you provide linens for my event?

Yes, we provide you with the option of black or white linens and napkins for your event. You may bring your own napkins if you have a particular color in mind. **Buffet/Plated-** Silverware and napkins will be at each place setting. **Appetizers Only-** There will be a basket of forks and paper napkins on the buffet table.

Do you have private parking spaces for events?

No, we do not have designated private parking. **Parking is on a first come first serve basis.** Once the main parking lot fills up, we direct parking across the street. Our shuttle will transport guests from the top of the parking lot down to the U shaped turn around near the pavilions. The new gravel parking lot is across the property from the winery, off 910 & Mountain View Road. We do not recommend guests walk on the main road, as it is extremely dangerous. Carpooling is highly encouraged. Guests will use the main/front winery entrance. Large vehicles must park off site.

Do you have a microphone, projector, speaker, or AV Equipment?

No.

Do you only offer wine for events?

In addition to wine, we offer wine slushies, two draft beer options, and mimosas.

Can we bring a limo?

Yes, but limo & party buses must park off site. They can drop off guests in the "U" shaped turn around at the top of the driveway. No outside beverages are allowed on the property. Drinks must be left on the bus or thrown away immediately, with no consumption of said drinks on winery grounds. Large transport vehicles must park off site.

How does the wine bar work?

Charged based on consumption. Guests will order at the wine bar located inside the rental venue. You will not preorder a specific amount of individual bottles. You may select 3 to 5 types of wines to provide for your guests. Your server will replenish any bottles that have been finished, and you will only be charged for the bottles opened and consumed. The remaining bottles are yours to take home. Brown bags or boxes are available. If you choose to offer beer, wine slushies or mimosas, your server will keep track of those as well & will be available at the wine bar in your rental space. *Please keep in mind that there will not be a stationary bartender.* Guests may pour their own glasses of wine. Your server(s) will be there to assist guests with pouring beverages, serving the food, clearing plates, refilling waters, cutting the cake, etc.

Outside alcohol is a violation of our liquor license. We do not allow any outside beverages such as liquor or beer. If found, we reserve the right to terminate the event immediately without refund. Narcisi Winery reserves the right to monitor the parking lot and will confiscate and dump any beverages not purchased on our property.

Do you provide centerpieces for the tables?

We have centerpieces and charger plates available to rent. You may bring your own centerpieces. Be mindful of the height- You want to make sure guests can see and talk over it. We suggest 14-16 inches or lower. For outdoor events, please choose a centerpiece with a wide or heavier base.

What kind of decorations do you allow?

Feel free to bring your own table runners, battery operated candles, centerpieces, fresh flowers, photos, welcome sign, gift & wine bar signs, table numbers, reserved signs, etc. See rental agreement for restrictions. Decorating crew is responsible to provide all necessary supplies for decorations, centerpieces, games & prizes (Scissors, pens, vases, etc) Narcisi Winery is not responsible for any items left behind or forgotten. Keep in mind, you have ONE hour prior to the event to set up. Anticipate the same amount of time for clean up. Venue MUST be clear and vacant at end time.

Do you allow balloon arches or photo back drop walls?

NON HELIUM balloon arches and photo backdrops are allowed. We highly recommend bringing a stand or PVC arch frame for both. The arch should be tied down or secured. **Walkways must be clear at all times, and cannot be blocked by decorations, signs, tables, balloons, etc.**

- **Outdoor Events:** These items must be tied down to the half wall that divides the rental venue from the back picnic area. Balloons will burst if directly in the sun. Do not use any balloons with confetti or glitter inside of them. \$100 Clean Up Fee will be applied to your bill. We do not allow any decorations to be hung from the rafters, ceiling, or overhead beams.
- **Indoor Events:** We do not allow any decorations to hang from our wall sconces. There is one command hook in the center of each mirror on the brick wall, and eye hooks on each side of the mirrors. We do not have or allow any hooks in the ceiling. You are welcome to hang very light weight garland from the curtain rods, using string or fishing line. The curtain rods are 7' high. The ceilings are 9' high. No tape, hooks, or tacks.

Do you have an easel we can borrow?

Yes. We have an Amazon Basics Easel Stand, that can easily hold a corrugated sign (Black Steel, supports 5 lbs) **If you have a heavy sign (with glass and/or wooden frame), please bring your own.**

Do I need to make place cards for my indoor plated event?

Yes, this is mandatory. You will be required to provide the pre-ordered food selections listed on the invitations at least 14 days prior to the event. You will submit the total number of each starter & entrée 7 days prior to the event on the designated Plated Meal Selection Spreadsheet. The host is required to create place cards with the guest name on the front of the tent card. Menu selections to be written or typed clearly on the back of the tent card. No color codes or stickers. (Entrée, Dessert, any dietary restrictions, etc) Guests will not order the day of the event. Bring your own table numbers and reserved signs. *See Plated Meal Spreadsheet for more information.

How do I know what food to order?

Reference the Banquet Menus for available options. All food must be pre-ordered & submitted via email to the Events Coordinator 14 days prior to the event. Prices and selections are subject to seasonal change.

Tabled Hors d'oeuvres: By the dozen and by the platter

- **To reach the desired count of each appetizer by the dozen:** Take your estimated guest count and multiply it by 2. Take that number and divide by 12. That will give you a rough estimate of how many dozen of each appetizer you will need. The small platters feed up to 25 guests and the large platters feed 50 guests. Water is included.
- Add unlimited non-alcoholic beverages- \$2.99 per person for all guests.

It is best "to over" order when serving heavy appetizers. Most of the items on our banquet menus are specially ordered and prepped the day before the event, so we could not quickly add or replenish if you run out or run low on the items.

Dinner Buffet:

Choose one item from each category for all guests to enjoy.

You choose one salad, one pasta, one vegetable, one starch, and one protein/entree.

If you would like to add additional menu selections or a dessert, see bottom of the Buffet Menu for available options & indicate total number needed.

Plated Packages-

Luncheon- Served until 3pm- Dinner- Served after 4pm- Stella OR Rosabella:

On the Invitation/RSVP: You, as the host, will select one starter for all guests to enjoy and give **three** entrée options. **Up to 14 days ahead of the event, you will send the Events Coordinator which items you included on the invitation/RSVP:** Caesar salad, Chicken Parmigiano, Grilled Salmon, Lasagna

7 days ahead of the event, you will send the Events Coordinator the FINAL selections, along with the guest name & their individual selections on the Plated Meal Selection Spreadsheet: (20) Caesar salad, (10) Chicken Parmigiano, (5) Grilled salmon, (5) Lasagna

The day of the event: The host of the event will bring place cards with the guest name on the front of the tent card. Menu selections clearly written or typed on the back of the tent card. *No color codes or stickers.

Example: Front of the tent card: Annie Chicken Parmigiano Chocolate Decadence Any Allergies

When do I pay for the final bill?

The final bill must be paid at the end of your event. All food, rental items, wine, beer, and slushies will be on the main bill with 7% tax and 20% gratuity. We do not allow separate checks in the rental venues. We do not allow the "cash bar" option. There is an ATM in the giftshop. We accept cash and most major credit cards- no personal checks. The rental fee is the only payment taken ahead of time, it is NOT a credit, and will not be taken off the main bill.