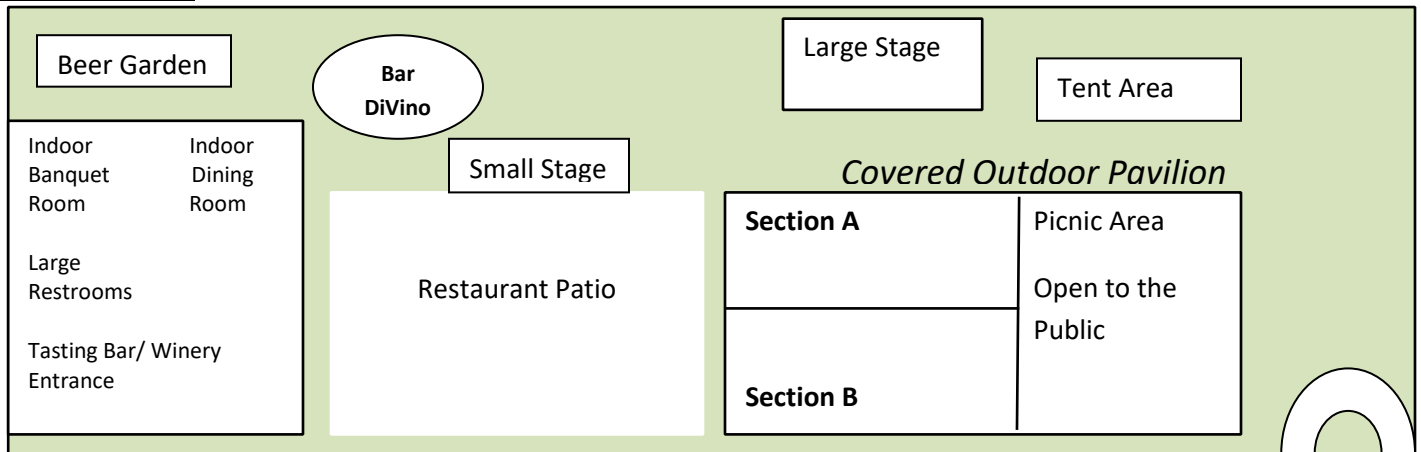


Facility Rental Options

INDOOR ROOM:

- **Room rental fee is non-refundable.** Full Room Rental fee: **\$250**, 64 guests max comfortably seated for dining.
- **\$500 Minimum Food Purchase** for full indoor banquet room rental. Does not include wine or rental fee.
- Room may be divided into a 40 person section for **\$200** OR a 24 person section for **\$100**
- Rental Blocks: **Wed-Thurs:** 12pm-4pm **or** 5:00pm-9:00pm (430pm set up) **Fri-Sat:** 12pm-4pm **or** 6pm-10pm **Sun:** 12pm-4pm **or** 5pm-8pm (430pm set up)
- Host may arrive ONE hour prior to the start time for set up (Except for Wed, Thurs, & Sun PM events- 4:30pm arrival to set up)
- Tables are 60 inch round tables that can seat up to 8 guests each.
- All events must end promptly and the room must be cleared at finish time.
- A small speaker is permitted inside the full indoor facility with prior approval from the Banquet Manager.
- No DJs, bands, instruments, performers, entertainers, dancers, or microphones in any venue.
- Provided: Set-up, clean up, black or white linens, silverware, glasses, service, plate ware, wine bar.
- 65" flat screen monitor to display your presentation, pictures and/or videos (Full & large room)
- There is 7% sales tax and 20% gratuity applied to the final bill.
- Separate checks are NOT permitted in private rental areas. No cash bar option.
- All food & beverages must be provided by our restaurant. You may bring your own dessert in the private room.
- **NO HELIUM BALLOONS, CONFETTI, LOOSE GLITTER, PAINT, WAX CANDLES, CHOCOLATE FOUNTAINS- \$100 CLEAN UP FEE IF FOUND**
- **NO OUTSIDE ALCOHOL PERMITTED AND STRICTLY ENFORCED. If found, we reserve the right to terminate event with no refund.**

OUTDOOR PAVILION:



- Rental fee: **\$250** (4 hr Block) SECTION A **OR** B. **Rental fee is non-refundable.**
- Rental fee: **\$500** (4 hr Block) SECTION A+B. **Rental fee is non-refundable.**
- 1 SECTION: Maximum capacity: 48 people (8 picnic tables) 2 SECTIONS: Maximum capacity: 96 people (16 picnic tables)
- Rental Blocks: **Wed-Thurs:** 12pm- 4pm **or** 5:00pm- 9:00pm (430pm set up) **Fri-Sat:** 12pm-4pm **or** 6pm-10pm **Sun:** 12pm-4pm **or** 5pm-8pm (430pm set up)
- Picnic tables with attached benches are 6 ft long and can seat up to 6 guests.
- You may arrive ONE hour prior to the start time for set up (Except for Wed, Thurs, Sunday PM events- 4:30pm arrival to set up)
- All events must end promptly and the pavilion must be cleared at finish time.
- **\$500 Minimum Food Purchase** is required for each side of the pavilion. Does not include wine bar items, rental fee, tax, or gratuity.
- Provided: Set-up, clean up, black or white linens, silverware, clear, plastic cups, plate ware, service, wine bar.
- We do not have heaters and do not allow heaters.
- There is 7% sales tax and 20% gratuity applied to the final bill.
- Separate checks are NOT permitted in private rental areas. No cash bar option.
- All food and beverage must be provided by our restaurant. You may bring your own dessert in the private area.
- No heaters or electric power available. Microphones, bands, speakers, performers, instruments, entertainers, & own music are NOT permitted.
- **Be advised that there will be live music during ALL spring, summer, and fall days. Check events schedule on our website. House music will play during all other time periods and cannot be turned off.**
- **NO HELIUM BALLOONS- NO CONFETTI, LOOSE GLITTER, PAINT, WAX CANDLES, CHOCOLATE FOUNTAINS - \$100 CLEAN UP FEE IF FOUND**
- **NO OUTSIDE ALCOHOL PERMITTED AND STRICTLY ENFORCED. If found, we reserve the right to terminate event with no refund.**
- We are an on operating winery with equipment and farming structures that are off limits (Grapevine posts and wires, etc) Children must be under adult supervision at all times.
- 100% of the **NON REFUNDABLE** rental fee is required to hold the date. This is a one-time fee, not a credit.

ALL FACILITY POLICY AND PROCEDURES RENTAL AGREEMENT

- DUE TO STATE LAW ABSOLUTELY **NO OUTSIDE ALCOHOL PERMITTED**. If found, we reserve the right to terminate the event immediately with no refund. Narcisi Winery reserves the right to monitor the parking lot and will confiscate and dispose of any beverages not purchased on our property. No outside wine, liquor, beer, or champagne bottles for favors or raffle baskets.
- We are an on operating winery with equipment and farming structures that are off limits (Grapevine posts and wires, etc) Children must be under adult supervision at all times. Pets are allowed on the grassy area only. All pets must be on a leash, well behaved, and owners are required to clean after their pets. **NO HEATERS OR ELECTRICITY IN THE OUTDOOR PAVILIONS.**
- Decorations: Host & vendors may arrive 1 hour prior to the event to decorate (30 min prior for Wed, Thurs, and Sun PM events) No early access. Tear-down & clean up must be included in the rented time frame.
- Nothing may be affixed to any wall, wood, furniture or painted surface. NO wire, tacks, staples, tape or any material that will harm the finish in any of the facilities. Ribbon and zip ties may be used for attaching decorations in most areas of each facility. **CONFETTI, LOOSE GLITTER, PAINT, HELIUM BALLOONS, WAX CANDLES, CHOCOLATE FOUNTAINS are strictly prohibited. \$100 CLEAN UP FEE WILL BE ADDED TO THE BILL IF FOUND.** The renting party must remove all decorations by the conclusion of the rental & responsible to return the rental space back to original condition. Narcisi Winery is not responsible to set up, store, refrigerate, or transport any outside decorations or desserts. All events must end promptly and space must be clear and vacant at finish time.
- Smoking is NOT permitted inside any of the facilities, indoor or outdoor. Outdoor smoking must occur at least 15 feet away from any facility entrance and must use proper disposal in receptacles.
- A small speaker is permitted inside the **full** indoor private banquet room with prior approval from the Banquet Manager. Not in the small/large room. Own music cannot be piped through our sound system.
- Own music, microphones, DJs, speakers, instruments, bands, dancers, performers, entertainers, etc are **NOT** permitted in the outdoor facility due to the close proximity of other outdoor guests.
- Various parking areas and parking lots are available for guests on a first come first serve basis. Reserved parking for individual events is not available. Handicap parking is available on a first come first serve basis. Allow extra time during busy days. Once the main parking lot is full, guests may park in the overflow parking across the street and be brought down by Narcisi Winery shuttle. Limos, party buses, and large transport vehicles must park off- site. Carpooling is highly encouraged.
- Menu prices and selections may change throughout the year. Prices are NOT locked in at the time of booking the event.
- Main contact/host must provide information from the 14 day and 7 day checklist **via email** to: **events@narcisiwinery.com**
- Final guest count must be submitted via email 7 days prior to the event. No changes after the 7 day mark.
- Guests will exhibit appropriate conduct on Winery premises as well as around adjacent buildings and parking lots. Failure to comply with any reasonable requests by staff or regarding Winery fixtures and equipment, noise volume or conduct may result in the immediate termination of the event and/or the removal from the premises.

By signing this document, I acknowledge and agree to the following:

- I have read and understand *Narcisi Winery* Facility Rental Policy, Banquet Information Packet & Checklist in its entirety.
- Though I have rented space at *Narcisi Winery*, I have not rented the entire building/facility and the remainder of the facility will be open to other guests during the event.
- I understand there may be other noise as a result of the surrounding live music performances, kitchen operations, and members of the public present in areas surrounding the outdoor facility and outside of the rented indoor space.
- I, as the renting party, shall have sole responsibility such that the event is orderly, contained within the agreed upon rental area(s), does not interfere with other facility rental events and activities or cause public disruption.
- I will uphold all Pennsylvania liquor laws and will not serve alcohol to the guests of my event if they are under 21 years of age, or visibly intoxicated.
- I, as an authorized representative of the renting party shall, to the extent permitted by law, indemnify and hold harmless *Narcisi Winery* and their employees, representatives, agents and assign from and against claims, damages, losses, and expenses, including but not limited to attorney fees, arising out of or resulting from the Renter's event(s). *Narcisi Winery* will not be held liable for injuries or property damages/loss to others during the event, including but not limited to: death, personal injury, property damage, or any other incidents that may occur to any person(s) by use of the building and premises during the terms of the agreement. The term of the agreement starts when the first representative (guest) arrives on the property and concludes when the last person leaves the property.

PRINT NAME OF MAIN CONTACT:	NAME OF COMPANY/GUEST OF HONOR:
PHONE NUMBER OF MAIN CONTACT:	EVENT DATE:
SIGNATURE:	BLOCK TIME:
DATE:	RENTED AREA:
TYPE OF EVENT	APPROX GUEST #: