



Welcome. Thank you for booking your special event with *Narcisi Winery* and *La Vite Ristorante*. Our business is focused on the production of our expertly crafted wines, the service of our delicious Italian cuisine and the execution of many well-planned events that complement and support our mission. Our facility includes live music and events, complementary wine tastings, a gift shop, beautiful grounds and much more. During your event, you will be renting a portion of our facility during regular business hours. Because of this, your guests will benefit from a wide range of activities and events offered to our walk-in winery and restaurant guests. Due to our unique environment, we are not a rental facility, but a destination with a variety of activities taking place during all business hours. We hope that you and your guests enjoy your time here at *Narcisi Winery* and *La Vite Ristorante*.

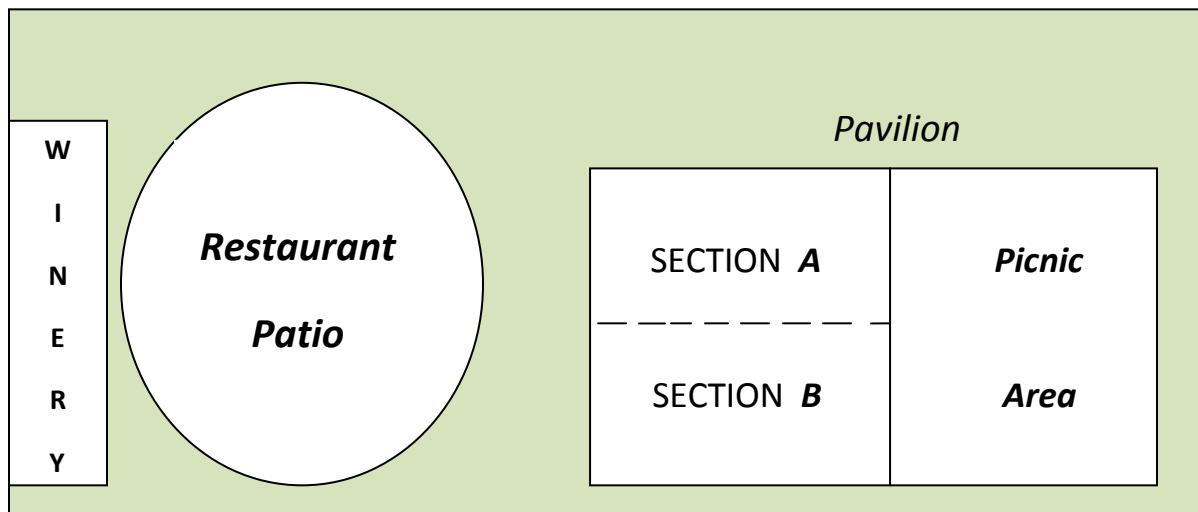
# Facility Rental Options

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## INDOOR ROOM:

- Room Rental fee: **\$250**, 80 person max (64 comfortably seated for dining). Room rental fee is non-refundable.
  - Room may divided into 40 person section for **\$200** or 24 person section for **\$100**
  - Blocks: 12:00pm - 4:00pm **OR** 6:00pm - 10:00pm (please inquire about weekday and Sunday hours) You may arrive one hour prior to the start time for set up.
  - Tables are 60 inch round tables that can seat up to 8 guests each.
  - All events must end promptly and room must be cleared at finish time.
  - Live, non-amplified music is permitted inside the indoor facility with prior approval from the Banquet Manager.
  - Set-up, clean up, black or white linens, silverware, glasses, servers, wine bar based on service selected.
  - There is a 7% sales tax and 20% gratuity applied to the final bill.
  - Separate checks are not permitted in private rooms.
  - You are permitted to bring in your own dessert.
  - Absolutely No Confetti of any type is permitted. Cleanup fee may be applied.
  - **NO OUTSIDE ALCOHOL PERMITTED AND STRICTLY ENFORCED.**
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## OUTDOOR PAVILION:



- Rental fee: **\$250**(4 hr Block) SECTION A OR B --- **\$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)
  - Picnic tables are 2ft 4in x 6ft long and seat up to 6 guests each.
  - Blocks: 12:00pm - 4:00pm OR 6:00pm - 10:00pm (please inquire about weekday hours)
  - All events must end promptly and pavilion must be completely cleared at finish time.
  - A **\$400 Minimum Food Purchase** is required for the rental of the pavilion. We will provide black or white linens, plate ware, silverware and glassware for events.
  - There is a 7% sales tax and 20% gratuity applied to final bill.
  - All food and beverage must be provided through *La Vite Restaurant*. You are permitted to bring in your own dessert.
  - No electric power is available. Microphones are not permitted.
  - Absolutely no confetti of any type is permitted. Cleanup fee may be applied.
  - **Be advised that there will be live music during ALL spring, summer, and fall weekends. Check events schedule. House music will play during all other time periods. Own music, of any kind, is NOT PERMITTED.**
  - **NO OUTSIDE ALCOHOL PERMITTED AND STRICTLY ENFORCED.**
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# ALL FACILITY POLICY AND PROCEDURES

- Non refundable, 100% of rental fee is required to hold the date.
- Wine purchase does not apply to *Case Club* cards.
- DUE TO STATE LAW ABSOLUTELY **NO OUTSIDE ALCOHOL PERMITTED**. If found, we reserve the right to terminate the event immediately with no refund.
- 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.
- All events must end promptly at finish time.
- Decorations: All Renters may arrive up to 1 hour prior to event to decorate (if rental space is not occupied by other parties). Tear-down time must be included in the rented time frame. Tape, tacks, staples and/or wire are NOT permitted for attaching decorations in any of the facilities. Ribbon and zip ties may be used for attaching decorations in most areas of each facility. **Confetti are strictly prohibited**. \$100 cleanup fee may be assessed for confetti cleanup. The renting party must remove all decorations by the conclusion of the rental and is responsible to return the rental space back to its original condition.
- 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.
- Own music is permitted inside the indoor facility with prior approval from Banquet Manager.
- Own music is **NOT** permitted in the outdoor facility.
- 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* and *La Vite Ristorante's* facility rental policy.
- 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 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 *La Vite Ristorante* 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* and *La Vite Ristorante* 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.

SIGNATURE	PRINTED NAME
DATE	EVENT DATE