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 Nenzel, NE 69219

Event Space Rental Agreement and Contract

Two Day Wedding Package { \$850 }	Event Center Inside { \$250 }	Event Center Inside/Outside { \$350 }	Tasting Room Off Hours Only { \$100 }	Event Center Meeting No Food/Bar { \$100 }
<p>Deposit: A non-refundable deposit (50% of room rental fee) is required to reserve the facility for your requested date. This prepaid deposit will be deducted from your final bill. All remaining Food & Beverage charges must be paid in full two weeks prior to the event. The CLIENT will be responsible for all additional charges that may occur up to, and including, the date of the event. Methods of payment accepted are cash, check or credit card.</p> <p><i>Bookings will not be guaranteed without a Deposit.</i></p>				
<p>PLEASE NOTE: Room rental prices include tables and chairs to fit the space and bar staff needed. Food prices and drink prices will be in addition to the prices above.</p> <p><i>*Tasting Room can only be reserved outside of normal operating hours.</i></p>				

Included with the Event Center Room or Tasting Room Rental:

- Use of tables and chairs and one-time standard set up and break down in requested arrangement.
- Sound System, microphone, TVs, and Camera for Event Center only.
- Wi-Fi available for meeting presenter
- Full Bar available with Event Center rental, Wine Bar Only for Tasting Room Rental
- Provide required bartenders.
- Regulated temperature and cleaning of room are also included.

***If additional set up is needed (i.e. extra tables, equipment not originally requested, additional cleaning/vacuuming due to decorations brought in, etc.), a charge of \$50 per hour will be accessed to your room rental.**

In addition, if Two day Wedding Package is booked:

- Event Center and Outdoor Pavilion rooms will be booked for 2 days.
- Decorating by our staff the day before. NVV staff will remove decorations at the end of the event. Details must be discussed and lined up with NVV Event Coordinator 2 weeks prior to the event.

- Access to Building is from 10am-1am. The bar closes no later than 12:00am MT {midnight}, all guests must be out of the building by 1:00am.
- Note: We do not do onsite wedding ceremonies.
- Discounts available for guests that would like to stay at the RV Park. Spaces must be reserved ahead of time and paid for in full at time of booking. RV Park is first come first serve. Note: All NVV Dark Sky RV Park rules will apply to all campers!

Damages and Restrictions: Decorations will only be allowed in assigned areas. No signs, posters, banners, decorations, or printed material will be allowed to be pinned, taped, or affixed in any way to doors, walls, or ceiling. **Glitter, confetti, rice, or sequins are also prohibited!** No decorations that are wet, greasy, or sticky such as bubble machines, fog machines, silly string, etc. are allowed. Only non-drip candles or candles in containers are allowed. All damages incurred by the client and/or guests during the event will be charged to the responsible party of this contract. A breach of this policy will result in a minimum charge of \$250 and clean up and/or damage expenses. Decorations must be removed following the event, except for the wedding package. If you have questions about something, just ask!

Function Space: The premises shall be at all times under the exclusive control of Niobrara Valley Vineyards, LLC. Functions must be confined to the contracted designated areas.

NVV IS A SMOKE/DRUG -FREE FACILITY: No smoking is permitted inside the facility or under the pavilion. Smoking is permissible in designated outdoor areas only. No drug use on the premises.

FOOD & BEVERAGE

NO OUTSIDE FOOD ALLOWED: Except for cake, mints, nuts or candy.

All food will be provided by Niobrara Valley Vineyards. The menu must be set 4 weeks prior to the event. A guaranteed number of guests will be needed 4 weeks prior to the event date. The guaranteed number is the minimum amount you will be charged for food. If additional guests are served beyond the guaranteed number those will be added to your final bill. A 15% gratuity will be added to your food and beverage bill.

DISCLAIMER: NVV is not responsible for any lost, stolen, or missing items that are brought into the facility. All items pertinent to the event must be removed from the property the day or night of the event. We are not responsible for any items left on property following the event.

ALCOHOL: The sale and service of alcoholic beverages are regulated by the State of Nebraska. As a licensee, NVV is responsible for the administration of these regulations. It is our policy; therefore, that NO alcoholic beverages be brought into function rooms from outside sources.

Any exceptions must be approved by NVV before the event and a corking fee will be charged per container.

Alcohol available: Niobrara Valley Products, domestic beer and spirits.

SPECIAL LIQUOR REQUESTS: Any event that requires special products will need to be placed at least 4 weeks prior to the event. **All special requests for specific beer, liquor, and/or soda must be agreed upon with the event coordinator and be pre-paid in advance and a 15% gratuity fee will be charged.**

Kegs can be ordered but must be requested at least 4 weeks prior to the event and must be prepaid in full at the time of ordering. All unused prepaid alcohol is the property of NVV and cannot be removed from the property.

We will do our best to fill special requests, please give at least 4 weeks' notice of the specific drinks requested.

Note: All unused prepaid alcohol is the property of NVV and cannot be removed from the property.

Cash Bar: A cash bar will accept cash or pre-authorized credit/debit card to cover the drink costs. A tip jar will be placed at the bar for bartenders to collect tips.

Open Bar: If the host is covering the cost of all bar drinks, a credit/debit card of the event client or the responsible party will be on file to cover the drink cost, unless other payment arrangements have been made. The 15% gratuity will be applied to bar charges.

***Bar closes no later than 12:00 am MT.**

BARTENDERS: NVV will staff bar personnel that have been trained in accordance with and adhering to the Nebraska Department of Liquor Control. Alcoholic beverages will be dispensed by NVV bartenders at all functions. Everyone consuming alcoholic beverages must be of legal drinking age for Nebraska (21). No one will be served alcoholic beverages under the age of 21 even if a parent or guardian is present. **Guests in your party, who are drinking to excess in the opinion of our bartenders or management, will not be served.** If excessive drinking becomes a problem, bartenders hold discretion to shut the bar down. All bars must conclude by the contracted time. Any underage drinking will be reported to the local police department. For groups of 100+, we will use wristbands to identify who is over 21.

TERMS & CONDITIONS

UPON SIGNING A RESERVATION CONTRACT, NIOBRARA VALLEY VINEYARDS LLC (NVV) AND CLIENT (RESPONSIBLE PARTY) AGREE TO THE FOLLOWING TERMS & CONDITIONS:

1. The premises shall be at all times under the exclusive control of the Event Coordinator and staff. The CLIENT and their guests shall have access only at such times and to those portions of NVV designated by the Event Coordinator.
2. Meeting/Reception rental fees include the set up and tear down of chairs and tables.
3. Liquor cannot be brought into the premises from outside sources. Any exceptions must be approved by NVV before the event and a corking fee will be charged per container. All bar beverages will be purchased by the CLIENT from NVV and will be prepaid or a credit card on file for payment at the conclusion of the event. If your event is cash service, guests will be responsible for the purchase of their drinks, only cash and credit card purchases will be allowed. Guests in your party who are drinking to excess in the opinion of our bartenders or management will not be served additional alcoholic beverages.
4. No one will be served under the age of 21. All bars must conclude by 12:00pm MT.
5. All bartenders will be paid for by NVV. If you wish to have additional bartenders over and above our recommended number, we will schedule at \$20 per hour per bartender.
6. The CLIENT is asked to confirm with the Event Coordinator the approximate number of guests at the time of guaranteed deposit. Event counts need to be given at least four weeks prior to the event.
7. Entertainment must cease at midnight. CLIENTS will always be responsible for all actions of their guests and attendees including musicians, disc jockeys, event vendors of any kind and their equipment, instruments or personal property. All expenses or damages to NVV property, facilities or employees which are caused by, or occurring as a result of CLIENT's rental and use of NVV facilities shall be the responsibility of the CLIENT.
8. NVV is not responsible at any time for theft of or damage to property brought in by or for the CLIENT; including gifts, food, money box, coats, etc. Anything found after the event will be placed in our lost and found.
9. NVV requires that all candles be drip-less and/or contained. Any wax damage to tables, floors or chairs will be billed to the CLIENT. Glitter, confetti, rice, or sequins are also prohibited.
10. Immediately after the Meeting/Reception, the CLIENT must take down all decorations brought in, purchased or utilized by the responsible party, unless the wedding package is purchased.
11. CLIENT understands that the entire facility is non-smoking and smoking is permitted in outside areas only.
12. At the signing of this contract, the CLIENT shall pay a nonrefundable deposit, 50% room rental fee with Cash, Check or Credit Card. All event expenses must be paid within two weeks of the event, including 15% Food and Beverage gratuity.
13. In the event of a weather-related cancelation, NVV will determine if your event can be rescheduled. If no date is available, and the event is completely canceled, NVV maintains the right to retain your deposit in full.
14. Event Cancelation: If Client cancels within 6 weeks, payment of room rental is due in full. Food & Beverage expenses incurred will be the responsibility of the client.

NVV Event Worksheet

Contact Names: _____

Phone Number: _____

Address: _____

Email Address: _____

Event: _____

Date: _____ Time: _____

Type of Event						Cost
Wedding	Rehearsal Supper	Private Party	Meeting	Non-Profit	Other	
Select Your Room						
2- Day Pkg \$850	EC Inside \$250	EC Inside & Outside \$350	T Room \$100	EC Meeting Only \$100		
\$	\$	\$	\$	\$		\$
Food						
Price per person	Guarantee #	Total	Taxes 5.5%	Other		Estimated Price
\$		\$	\$	\$		\$
Specialty Beverages						
Beer	Spirits	Wine	Lemonade	Coffee		
\$	\$	\$	\$	\$		
NVV Dark Sky Park						
3 or more sites/event at the time of booking – Pd in full - \$45/site						
#1	#2	#3	#4	#5	#6	\$
#7	#8	#9	#10	#11	#12	
Estimated Total						\$
Total due to book {Deposit + RV Park Bookings}						\$
Estimated Balance due 2wk before event						\$
*Food prices are subject to change, pending unknow circumstances.						

Event Name: _____

I have read terms and conditions and agree to those terms set.

Signature of Event Client/ Responsible Party

Date

Event Coordinator

Date