



Cass Winery Rental Agreement and Guidelines

This Agreement serves as a contract between Cass Winery and

Responsible Party Information

Wedding Couples full names_____

Mailing Address_____

City, State, ZipCode_____

Email Address_____

Telephone _____

Date of Event_____

Time of Event_____

Number of Guests_____

Please initial the following packages you have accepted:

Venue Fee 5-10pm (\$4500)_____

Wedding Coordinator Package Added (\$750) _____

The undersigned Responsible Party agrees to meet all the deposit and payment schedules as delineated in the agreement and to adhere to all of the terms and conditions delineated in the Cass Winery Guidelines. The Responsible party is liable for any misuse and/or damage to Cass Winery and Vineyard property by the Responsible Party or their guests during the rental period.

Coordination

Initial to accept_____

To ensure the success of your wedding we require that you work with a day of wedding coordinator. While the winery is happy to make vendor recommendations we do not provide an on-site wedding planner as part of this contract. We do require that your coordinator be on site the day of the event to make sure everything goes exactly as you planned it. If you are interested in the winery providing a wedding day of coordinator we would be happy to provide you with our Day of Wedding Coordinator package.

Catering

Initial to accept_____

We have an in-house chef on site for your catering needs. We require the use of Cass catering with the exception of baked goods. Chef Jacob Lovejoy will be happy to assist in the planning of your meal, so that all your culinary visions can be brought to life. One complementary menu tasting will be provided for the wedding couple. The price per person, once the menu is selected, will be all inclusive of set-up, service and breakdown for the event. Tax and 20% gratuity will be calculated on final invoice.

We must be notified of the exact number for which you wish to guarantee services for not later than **14 working days** before the event. In the event a guarantee service number is not received, the original estimated attendance count will be prepared and charged. The charge for each additional person set up at patron's request will be made and patron agrees to pay at Cass Catering's established rate of the agreed upon food cost per person \$_____ plus 20%.

Any vendors that require a meal to be provided during the event (such as; photographer, assistants, coordinator, band, dj etc.) will be paid for by client. Required vendor meals will be added into the overall guest count and will be charged at the same established catering cost per person.

All dietary restrictions and food allergies need to be identified upon choosing a menu and no later than 3 weeks prior to the event .

Alcoholic Beverages

Initial to accept_____

The winery requires a 2 case minimum purchase from the winery at a 20% discount. All wine purchased during the event will also be discounted 20%. Wine club members receive a 30% discount on wine purchases for the wedding. Hard Alcohol is prohibited at all times. Beer is brought in by client and must be bottled or can. Client is allowed to bring 1 beer per guest. All alcoholic beverages must be delivered to the winery prior to the event. Any beverages not pre-authorized will be confiscated and will be returned after the event. No alcoholic beverages will be served after 9:30pm.

Event Times

Initial to accept_____

Our event hours are from 5-10pm. Wedding guest may arrive no earlier than 4:30pm. Vendors will have 3 hours for set-up prior to event unless arrangements have been made to allow for additional access time. Break-down/Clean-up for the event will only be permitted immediately following the event and not exceed 2 hours. No alcoholic beverages will be served after 9:30pm. A curfew of 10:00pm is strictly enforced for music. All guests must exit the premise by 10:30pm.

Rehearsal

Initial to accept_____

A 1 hour rehearsal is included in our venue fee. The rehearsal must occur between 11am-3pm the day prior to the wedding.

Vendors

Initial to accept_____

Cass Winery will provide you with our vendor list. Vendors must be chosen off this list of approved vendors. All vendors must carry liability insurance and sign Cass Wineries vendor agreement form. Vendors at no time are allowed to consume alcohol during event. Cass Winery requires a licensed professional to operate and/or perform any music played at Cass Winery.

The rental company shall be contacted separately by Responsible Party or Day of Coordinator. Responsible party or day of coordinator will assist in the coordination, receipt, and pick-up of rental items. Cass winery is not responsible for any lost or damaged items during the event

Booking-Fee/Payment/Cancellation

Initial to accept_____

A non-refundable booking fee of \$500 is required to book the date of the event. This fee will go towards the overall payment. The final balance is due 1 week prior to the day of the event and is non-refundable. In the unfortunate event that your wedding/event is cancelled please contact Cass Winery as soon as possible.

Cancellations Policy is as follows:

- 1) Cancellations 2 weeks prior: Client is responsible for 20% of the estimated total number of guest _____ (as stated in contract above).
- 2) Cancellations 1 weeks prior: client is responsible for 50% of the estimated total number of guest _____ (as stated in contract above).
- 3) Cancellation 6-1 day before event: Catering & venue cost is non-refundable.

Delinquent Accounts - we reserve the right to assess finance charges on any amount unpaid when due at an interest rate of 1 ½% per month or the maximum rate permitted by law.

In the event that Cass Winery must seek legal remedies to complete execution of this contract, the client agrees to pay all reasonable attorney fees.

Cass Winery reserves the right to charge a \$500.00 fee for any damages, inappropriate behavior, hard alcohol brought on property, or additional cleaning required. An active credit card authorization for this amount must be kept on file.

Insurance

Initial to accept_____

We require a General Liability Certificate of insurance covering the date of the event in the amount of \$1,000,000 naming Geneseo Partners LP, 7350 Linne Rd, Paso Robles, CA 93446 as an additional insured and must be received 2 weeks prior to the event with the final remaining balance due. A general liability certificate can usually be obtained from your insurance or online broker. Cass Winery and Vineyard is not responsible for injuries, damages or losses that might occur during the event, set-up, or clean-up. Children are the responsibility of their parents or guardians.

Restrooms

Initial to accept_____

Cass winery has 2 restrooms available. Prior to your event our staff will verify that the restrooms have been cleaned and are well stocked with toilet paper, paper towels and soap. During the event the on-site manager will maintain the cleanliness of the restrooms. Cass winery will not be held liable for clogged toilets or other plumbing issues that occur over the course of the event. A \$500.00 cleaning fee will be billed for any vomit that requires immediate clean-up during the course of your event.

Decorations and Toss-its

Initial to accept_____

Please let us know at least one week prior to your event date, any décor or displays that you will be bringing onto the property. We wish to verify that all items are safe and will not damage the structure or surfaces of the property.

Birdseed, lavender, bubbles, and rose petals may be used to throw at the newlywed couple or used during the ceremony. We ask that you not throw rice, it is dangerous to birds. We also ask that no non-biodegradable items be thrown such as confetti or silly string.

Cass Guesthouse and Transportation

Initial to accept_____

Your wedding package includes a stay in our 3 bedroom ranch style home is surrounded by our Mourvedre vines and overlooks 150 acres of the Cass Vineyard. Accommodations include a full kitchen, 2 bath, washer/dryer and fire pit to enjoy the beautiful Paso nights. Master bedroom has a king size bed and attached bathroom. There are two separate bedrooms with 1 queen and 1 full bed in each. Dining area has seating for 6 guests overlooking the family room with a TV. Two bottles of champagne are included with stay. Check in is at 3pm day before the wedding and check out is 11am day after the wedding. Pets are allowed with a \$50 per pet cleaning fee. No parties are allowed. Maximum overnight occupancy is 6 guest. 10pm noise restriction is strictly enforced. Additional nights can be added for \$300 a night (Sunday-Thursday) \$375 a night (Friday & Saturday). Cass Wineries Guesthouse Manager will send a contract for the guesthouse separate from this wedding contract.

The wineries resident cab is a fully restored 1947 Chrysler Windsor Limousine (seats 4).

Includes the limo for pictures prior to the wedding, transportation to ceremony site from guesthouse, pictures during wedding and transportation for wedding couple after wedding.

Miscellaneous

Initial to accept_____

Children- Are allowed on property, but we ask that they be under guardian supervision at all times. Children may not be left unattended at any time on the property. Cass Winery reserves the right to take necessary action if a child is endangering themselves or the property of others.

Pets- No pets during private events please, unless special arrangements have been made.

Smoking- Smoking is allowed outside in the picnic area under the oak. Cass Winery requests that you please be considerate of others and dispose of used cigarettes, cigars, etc. in an appropriate receptacle.

Non-alcoholic beverages- May be brought for the event for no additional charge.

Cass Winery Responsibilities

Initial to accept_____

Cass Winery will have one on-site manager to oversee the event and safety, cleanliness, enforce policies and as a property resource.

The Responsible Party agrees to indemnify and hold harmless Cass Winery and any related entity or institutional agency from and against any damage, loss, liability, cost or expense, including reasonable attorney's fee, arising from intentional or negligent acts on the part of the Responsible Party or any of its guests and any other person or entity associated in any way with the Responsible Party in connection with the use of Cass Winery under this rental agreement. Cancellation by Responsible Party will result in forfeiture of any deposits that have been paid.

The performance of this Agreement by either party is subject to acts of God or other casualty, war, government regulations, or natural disaster, making it illegal or impossible to provide Cass Winery or to hold the event; therefore, this Agreement may be terminated for any one or more of such reasons by written notice of either party at the time.

I, the Responsible Party, have read and understand the Guidelines and Rental Agreement. Any additions, deletions, or revisions must be made in writing and approved by both parties. This Agreement constitutes the extent of obligation of Cass Winery and I agree to abide by the outlined terms. The Agreement and Guidelines contained in the Agreement are to reserve the event date and space for the Responsible Party.

Responsible Party Name (Print)_____

Responsible Party Signature_____

Date_____

Cass Winery Representative Name (Print)_____

Cass Winery Representative Signature_____

Date_____