**Blue Ridge Winery Event Booking Information Sheet**

2/1/2024

**Person Booking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Co-hosts of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Event Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of guests: \_\_\_\_\_\_\_Date Booked: \_\_\_\_\_\_\_\_\_\_Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time: \_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT OPTIONS:** Days and times available

Mondays, Tuesdays, Wednesdays - 11am-6pm

Thursdays and Fridays 11:00am – 9:00pm (Thursdays until 6 pm Labor Day-Memorial Day or additional fee applies)

Saturdays & Sundays 10:00am – 1:00pm

It is $700-$1050 for a 3 hour event depending on # of guests. Set up for these events can start one hour prior. Sat & Sun events must be finished by 1:00pm, completely cleaned up by 2 pm . The event fee does not include wine, food, or gratuity. We do not host weddings, or wedding receptions. If your event is during closed winery hours, there is a $200 fee added.

**Vineyard Room 48 guest max:** Mon-Wed 11am – 6pm / Thursday 11-9 pm (until Labor Day then until 6 pm)

**Tent 250 guest max:** Mon-Wed 11am – 6pm / Thursday & Friday 11-9 Sat 10-1 pm Sun 10-1

**WE REQUIRE ALL CHILDREN TO BE ATTENDED BY AN ADULT AT ALL TIMES Initial \_\_\_\_\_\_**

**NO OUTSIDE ALCOHOL IS PERMITTED ON THE PROPERTY** **Initial \_\_\_\_\_\_**

**PAYMENT IN FULL IS REQUIRED TO RESERVE YOUR DATE Initial \_\_\_\_\_\_**

**THE USE OF GLITTER, CONFETTI, FILLED BALLOONS WILL RESULT IN A CHARGE Initial \_\_\_\_\_\_**

**(Please be mindful of pens & markers on the tablecloths)**

**Wine** is an additional cost. The best way to provide wine to your guests is to select 4-6 wines that would be served in an open bar format during your event. We are very conscious of responsible alcohol drinking, so we always serve your guests. At the end of your event, we simply charge you for each bottle opened and send the ‘leftovers’ home with you. The wines will be selected prior to your event.

**Food** is also an additional cost. Here are some caterers we refer: ACES Gourmet Catering - 610-951-4277, Kinsley’s ShopRite in Brodheadsville 570-992-2666, Little Angels Café - 570-424-8810, Modern Fusion - 484-707-5683, Randevoo – 610-360-8953, or Wilie Mays - 570-817-1582. For cakes and desserts: A Peace of Cake - 570-269-4588 or Stroudsmoor Bakery – 570-517-0663. We do not provide any food related items (plates, napkins, plasticware, coffee, creamer/sugar etc.). You would provide non-alcoholic beverages (water). Please provide your own ice. Coffee may be brought in a box. We do have soda and beer available for purchase.

**Gratuity** is not included. Please tip your server accordingly.

**Decorations:** No tape on the walls, NO GLITTER/CONFETTI or filled balloons, no tacks/nails etc., no open flames or fireworks.

**Music:** Live music can be booked with one of our musicians, George Baier (908) 303-1977, Matt Bednarsky (203) 913-8596, Ally Brown (484) 894-8807, Elizabeth Gillen, Jeni Hackett (570) 269-0381, Mike Pilgermayer (570) 269-1975 or John Strasburger (570) 780-5617. We DO NOT allow DJ’s. Personalized playlists can be played from your phone. Please note, the playlist phone will not be available for you to use during your event as it will be connected to our system. Some devices do not connect.

**What Blue Ridge Winery Will Provide**

* The most picture-perfect setting and the Best Service Ever.
* A server to provide your guests beverages and assist with a beautiful event.
* Tables & chairs as needed, will be set up for your guests, food, gifts etc.

You may bring your own linens, or you can call The Party Shack 570-839-8560 (We will provide black covers for food tables)

**To reserve a Date or inquire further, call Cathy at 570-236-1511**

**30 day notice is required for a full refund, no refund after 30 days. \*All prices & logistics are subject to change.**

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_