



## Private Event Information

**Thank you for considering Wyandotte Winery to host your private event! A party, meeting, or casual get-together at Wyandotte is special, unique, and fun!**

The following information describes our services, charges, and general information for private events. If you need more information or are ready to book your event, please send an e-mail to [info@wyandottewinery.com](mailto:info@wyandottewinery.com) with the details of your request.

### What kinds of events can Wyandotte Winery host?

<ul style="list-style-type: none"><li>• <i>Business Meetings &amp; Team Building Sessions</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Anniversaries</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Family Gatherings</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Rehearsal Dinners &amp; Receptions</i></li></ul>	<ul style="list-style-type: none"><li>• <i>College Graduations</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Book Clubs</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Baby and Bridal Showers</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Retirement Parties</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Charity Events</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Birthdays</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Fundraisers</i></li></ul>	<ul style="list-style-type: none"><li>• <i>And More!</i></li></ul>
<ul style="list-style-type: none"><li>• <i>Small Weddings</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Workshops</i></li></ul>	

### How many people can you accommodate?

The tasting room can handle up to 50 people, depending on seating needs and room arrangement. Our additional event space can comfortably seat 25 people. And, the patio and yard are available when weather permits. For sit-down or group meetings, it's best to limit the group to about 25 people. Multiple spaces can be combined for groups up to 75.

### When is the winery available for private events?

Events can be scheduled on days the winery isn't open:

- Mondays through Wednesdays
- Sundays (note: no wine sales / no alcohol)

Or, at limited times on days the winery is open:

- Thursdays: after 3:00pm, only groups up to 25 only (tasting room is open 4:00-8:00pm)
- Fridays: ending before 2:30pm (tasting room is open 3:00-9:00pm)
- Saturdays: ending by 12:30pm or starting at 7:30pm (tasting room is open 1:00-7:00pm)

For a minimum spend, the winery can be closed for your event.

### What are your rental fees?

Because each event is unique, we work with you to create a custom event plan and pricing. You'll receive a detailed event proposal to review, edit, and ultimately accept during the reservation process.

In general, you can expect...

- Rental fee: \$150-200/hour, depending how much space is needed for your group.
- Fee may be reduced with a minimum per-person spend on wine/food.
- Additional fees may be included for setup, cleanup, or staffing.

### **How much lead time is required?**

Events with 12 or fewer people with wine tastings and food from our regular menu, not much lead time is needed.

For groups of 12 or more, please contact us 2 weeks or more in advance.

For larger groups, or customized events, please reach out to start planning several weeks in advance.

### **When is my event officially booked? Is a deposit required? What are the cancellation policies?**

- The deposit and cancellation fees will vary based on the event plan and pricing. These will be specified in the event proposal.
- We will “hold” your date/time on our calendar as soon as we begin working together on the event proposal.
- Once you accept the event proposal and provide the deposit, your event will be marked as “confirmed” on our calendar.
- The event proposal will include a date by which any changes to the proposal must be requested (typically 3-7 days prior to the event).
- The final payment will be due at the completion of the event.

### **What wine options are available?**

At Wyandotte Winery we offer a variety of wonderful wines and many ways in which to enjoy our wines. You can select from our available wine selection for tasting, glasses, or wine by the bottle. The option(s) you choose will be detailed in your event proposal.

- A typical tasting is three samples for \$5.00/person or six samples for \$10.00/person.
- Wine tastings are typically done informally, with each guest visiting a tasting station and sampling at their own pace. We provide a brief description of each wine as it's served.
- We can alternatively lead an informative and entertaining seated tasting demonstration that includes instruction on how to taste wine and information on how wine is made. This usually works best with groups of 20 or less.
- You have the option to provide additional wines by the glass or bottle for your guests. Please request a copy of the current menu for pricing. You have the option to set a total cost or amount for your event. Alternatively, you can choose to be charged by the total number of bottles opened during your event and take home any unfinished bottles. For 12 or more bottles, you will receive a 10% discount.
- You have the option to offer your guests an open bar in which they order and pay for their own wines.
- In addition to wine, you may include additional drink options in your event proposal. These may include but are not limited to sangria, wine slushies, mocktails, soda, and other non-alcoholic beverages.

### **Please note:**

***By Ohio law, no alcohol is permitted to be brought in from outside the facility.*** So, we cannot allow any beer, liquor, or other alcoholic beverages on the winery property.

### **Is it possible to tour the winery?**

Yes, a 30-minute winery tour may be arranged with our team but will be subject to availability and group size. Maximum tour size is 16 people, and if multiple tours are required for a group, there may be an additional charge.

### **What food options do you offer?**

We'll work with you to meet the needs of your group. We can serve items from our regular menu:

- Light appetizers at \$6.00/person (examples: cheese & cracker plates with fruit, hummus & veggie plates)
- Pizzas for \$12.00-\$13.00 each.
- Sweets (example: cheesecake bites) for \$3.00/person.

Alternatively, we can provide heavy apps or other food items. If you would like to offer a full meal or other custom menu, we'll be happy to coordinate with your caterer to serve out of our kitchen.

Because we serve pizzas and small plates, we don't allow you to bring in outside pizzas or charcuterie. However, you are welcome to bring your own special dessert like a birthday cake - please work with us to include this in the event plan.

**What about serving ware, plates, glasses, table linens, etc.?**

We supply most items you'll need for your event. Special items/needs can be specified in the event proposal.

**Can we bring our own decorations?**

You are welcome to bring in your own decorations. Please include time for setup and cleanup time in the event proposal. *Please no confetti, sprinkles, or sparkles of any kind.*

**Do you have audio/visual equipment available?**

The winery features a full audio-visual system with a large screen TV. We offer the ability to play music from a Bluetooth device, to play DVDs, and to connect a PC and present a slide show or picture album. Please include any A/V needs in your event proposal.

**Where do we park?**

The winery has a small lot and a grassy area for parking. Overflow parking is located at the church lot just past the winery. Please share this information with those who will be attending. *No overnight parking is permitted at the church lot.*

**What is the gratuity percentage?**

An automatic gratuity is charged for all groups of 6+ people. This will be specified in your event proposal.

**What taxes are charged?**

All charges are subject to a 7.5% sales tax. If your group is tax exempt, you will need to supply us with the tax-exempt documentation at the time of deposit.

**What forms of payment do you accept?**

Deposit payments are accepted in cash, major credit cards, debit cards (no PIN transactions), and checks. Final payments are accepted in cash, major credit card, debit card, or corporate check (no personal checks for final payment).

**When do I need to give you my final guest count?**

This will be specified in your event proposal. Typically we ask for the final count 7 days before and allow minor adjustments up until 2 days before. The count is used to determine food purchases and staffing needed for the event.

**Who's responsible for cleanup?**

We ask that you leave the facility as you found it - as much as possible. The Wyandotte team can typically handle most cleanup, but any special cleanup required for your event can be included in the event proposal.

**Thank you!**

We hope you will consider Wyandotte Winery your special event location. We promise a unique, wonderful experience for you and your guests!