



## 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 [robin@wyandottewinery.com](mailto:robin@wyandottewinery.com) with the details of your request, or phone us at 614-476-3624.

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

We can host all kinds of events including:

- ❖ *Business Meetings & Team Building Sessions*
- ❖ *Rehearsal Dinners & Receptions*
- ❖ *Baby and Bridal Showers*
- ❖ *Birthdays*
- ❖ *Small Weddings*
- ❖ *Anniversaries*
- ❖ *College Graduations*
- ❖ *Retirement Parties*
- ❖ *Fund Raisers*
- ❖ *Special Events*

### How many people can you accommodate?

The winery and tasting room can handle approximately 35 people depending on seating needs and room arrangement. For sit-down or group meetings it is best to limit the group to about 20 people. For groups up to 75, we can open the informal spaces of the facility and, weather permitting, the outdoor patio.

### When is the winery available for events?

Private events can be scheduled:

- Anytime Monday, Tuesday, or Wednesday.
- Thursday ending before 2:30pm or starting at 7:30pm.
- Fridays ending before 2:30pm or starting at 6:00pm from October through April. Friday night events are not available outside of those months. ***Please note that closing the winery requires closing the winery and is subject to increased minimum charges, please see below.***
- Saturdays ending before 12:30 or after closing at 7:30pm
- We cannot host events on Sundays.

### What are your Facility Rental Fees?

Rental fees are by the hour and include set-up and clean-up times. Fees are charged by-the-hour in 1/2-hour increments.

- Rental of Tasting Room Area: \$125/hour
  - The patio space can be included for an additional \$25 per hour. Please note there is no wine or food service on the patio. Guests will have to come into the winery for service.
- Rental of Tasting Room Area, Informal Space, and patio: \$200/hour

There are minimum charges for all events. Minimum charges are calculated based on facility rentals, food service, tastings, and wine that is charged to the event, but not gratuity or tax. Minimum charges are not calculated on any open bar charges.

- Fridays: \$800 minimum charge if the winery is closed for an event.
- \$250 minimum charge for all other times.

### Is there a Deposit and when do I pay?

- The reservation deposit is \$100 and will be applied to the total event charge.
- The final payment of food, wine and facility fees will be due at the completion of event.

### **When is my event officially booked?**

No reservations are considered final until the reservation deposit is received. Deposits should be paid at least 3 weeks prior to your event.

### **What wine service is 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.

- Tastings are \$1.00 per pour, and we usually recommend a tasting of 5 wines for \$5.00 per person.
- Our staff can 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 a relatively small group, 20 or less.
- Wine tastings may also be done informally. We setup a tasting station at the bar, and guests come to the bar as they are ready for each tasting.
- Bottles of wine are at normal prices. For 12 bottles or more you will receive a 10% discount. You do not have to purchase wine ahead of time, we will charge based on the number of bottles opened during the event. You may take home any unfinished bottles. A total cost or bottle limit may be set for bottle service.
- Glasses of wine are \$7.00 or \$9.00 depending on the variety of wine poured.
- We can also provide an open bar for guests to order and pay for their own wine. Please be aware these sales are not included when calculating minimum charges.

### **Is it possible to Tour the Winery?**

A 30-minute winery tour may be arranged with our staff 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. Private Tours are \$50.

### **What Food Options do you offer?**

We offer a variety of food options to meet your event needs. You may select from the following food options:

- Light Appetizers at \$5.00/person: Cheese & Cracker plates with fruit, Hummus Plates
- Heavy Appetizers at \$10.00/person: includes the above light appetizers plus some warm selections.
- We can provide a variety of pizzas that range from \$11.00 to \$12.00.
- Wyandotte's exclusive Wine Cakes are unique and delicious, and are available in 3 flavors: Chocolate Port, Blackberry, and Venetian. Cakes are \$25 per cake but can also be served as a sampler of three slices per plate, one slice of each variety, for \$4.95 per person.

### **Can I provide my own caterer or other food service?**

Using an outside Caterer or bringing in your own food is no problem. If you bring in your own food, or hire your own caterer, you and/or your caterer are responsible for providing serving ware, plates, table linens, glasses, etc. You are responsible for all cleanup and trash removal. If extra cleaning is needed, a \$100 fee will be charged to you. Refrigeration or cooking facilities are not available for foods brought in from outside sources.

### **Can we bring in Decorations?**

You are welcome to bring in your own decorations, but keep in mind you will want to plan on set up and cleanup time. Depending on your start time there may be limited setup time. ***Please NO table-top sprinkles or sparkles of any kind.***

### **Are there Other Beverage Options?**

For those who may not drink wine we have sodas available for a fee. ***No alcohol is permitted to be brought in from outside the facility.*** Ohio law makes it impossible for us to allow any alcohol to be brought from outside. Beer and liquor service is not available. You may bring in iced tea, lemonade, or other no-alcoholic beverages.

### **Custom Wine Labels**

Custom labels are a unique way to give your guests something to remember! You can provide photos and/or artwork or choose from special templates that we have created. Add the final touch with your own message and we will attach it to your choice of available wine. Pricing for Custom labels are the cost of the wine to be labeled plus \$5.00. Quantities of 12 or more receive a 50% discount for the labels and a 10% discount for the wine. Please allow five business days advance notice for custom labels.

### **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 DVD's, and to connect a PC and present a slide show or picture album.

### **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 passed the winery driveway. Please share this information with those who will be attending. ***NO overnight Parking is permitted at the church lot.***

### **What is the Gratuity percentage?**

A Gratuity of 18% will be added to the total charges at the end of the event.

### **Are there Taxes 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).

### **What is your Cancellation Policy?**

A fully reserved event may be cancelled 14 days **prior** to the date of the event to receive a deposit refund. Any cancellation after the 14-day window will result in **forfeiture of deposit**.

### **When do I need to give you my Final Guest Count?**

Your final guest count must be five business days in advance of your event. That number will be used to calculate any food costs before the event.

### **Thank you!**

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