

Simmons Winery & The Nortonburg Wine Garden, Inc.

We look forward to having your function at The Nortonburg Wine Garden. We have worked very hard to make this facility unique and a place very desirable for our guest. The facility has a beautiful waterfall, sitting area with warm, cozy fireplace & television, DJ stage, dance floor, a beautiful hand made bar, and fully carpeted w/ an interior inlay, and a recessed ceiling above. We as owners are very passionate about the way our customers are treated and in making sure you and your guests have a most enjoyable experience. Our garden, just adjacent to the banquet facility began 3 ½ years ago as a memorial in the passing of David's parents. It has grown tremendously in that time and will continue to grow in the future. We look forward to the weddings in the garden, as well as the reception to follow.

Our banquet facility has a capacity of 225 for indoor seating. During seasonal months, there is additional patio seating; an option for additional seating under the shelter, and of course more seating can be established under tents. When weather is good, options are plentiful.

Also, when leasing our facility, you would have the choice of our Catering Company (Lemley's of Columbus) or an outside choice. Any other catering company would have to be approved by management and would have to be licensed food handlers through the state of Indiana. There is also a kitchen-use fee for guests not using our caterer. We have a wide variety of menu options and price ranges to choose from. If you are in need of some other type of menu (maybe just finger foods to meet a budget), we can come up with a menu to suit your needs. If you are leasing for a reception, you will have your choice of all other vendors.

We will do our best to work with each customer and try to be as flexible as we can to ensure great memories. We are more than willing to sit down with you to work on an individual basis to try and meet your needs as well as ours. If something in the guidelines doesn't appear in line with what you want--- we are open for discussion to see what we can do to book your event.

We hope that you will help keep this facility top notch and beautiful, as we expect the lessee to be responsible for all guests and their actions.

Thank you,

David & Brenda Simmons, owners

SIMMONS WINERY-----THE NORTONBURG WINEGARDEN

8111 E. 450 N. Columbus, Indiana 47203 812-546-0091/(fax: 812-546-0093)

Your contact: Brenda Simmons

Wedding Reception Contract

Date _____

Bride _____ Groom _____

Phone Numbers _____

Reception Date _____ Time _____ (up to 4 hours)

Ceremony Site _____ Time _____

Approximate Guest Count _____

Hall Rental Fee: see page 2

Deposit Requirements:

Your date is not held until your deposit is made. Please make checks payable to The Nortonburg Winegarden. A service charge of 3% is applied on credit card transactions.

Wedding/Reception or Reception:

100% of hall rental is due the date event is booked: _____

\$100 deposit for "in-house" DJ: (non-refundable) _____

Remaining balance is due the day of event: _____

(50% of hall rental fee will be refundable up to 3 months prior to event date)

Hall Rental Fee Schedule: (required) Capacity: 225-250

*** additional outdoor patio seating (25-30)*

<i>Month</i>	<i>Monday thru Thursday</i>		<i>Fri. – Sat.-Sun.</i>	<i>Time</i>
	<i>Lunch (8A-3P)</i>	<i>Dinner (after 3P)</i>		
<i>January-March</i>	<i>\$400</i>	<i>\$500</i>	<i>\$700</i>	<i>4 hours</i>
<i>April-August</i>	<i>\$500</i>	<i>\$600</i>	<i>\$900</i>	<i>4 hours</i>
<i>September-October</i>	<i>\$500</i>	<i>\$600</i>	<i>\$900</i>	<i>4 hours</i>
<i>November-December</i>	<i>\$600</i>	<i>\$700</i>	<i>\$950</i>	<i>4 hours</i>

Your rental fee includes: set-up of hall, white linen tablecloths, white linen napkins, tear-down and cleanup, bartenders, and having the garden and outdoor shelter available.

Any additional time needed will be a time extension as follows.

Time extensions: *\$200 per hour on back end of reception time.*

No times will be extended past midnight without arrangements or approval of the coordinator.

Outdoor Shelter Rental

Additional fee only if catering for additional guests is needed.

Set-up for 72 additional guests under the outdoor shelter can be added for an additional \$300.00 (6 foot tables with linens would be used).—4 hour rental time

Extension of time for the Outdoor Shelter: *\$50 each additional hour beyond the 4 hour time.*

Additional Seating Capacity: *Any tents can be rented for an additional cost and set-up north of the shelter*

Or on the east end of the banquet facility to accommodate the need for more guest space. Pricing would be discussed according to the needs of the customer.

WEDDING IN THE GARDEN:

Wedding/but no reception booked: \$750.00

Wedding/and the reception is held here: \$500

Price includes: 2 hours prior to wedding time and 30 minutes for the wedding, giving you 2 ½ total hours.

seating with white wood chairs for 100 under the shelter.

Use of the white gazebo for the wedding.

Rehearsal held a day or two prior to the wedding.

Coordination of the wedding and bridal party.

Coordinate with photographer for pictures of the wedding.

If for some reason the wedding cannot be held in the garden because of weather, the wedding will be performed inside and The Nortonburg Wine Garden will provide a white wedding arch with candelabras on each side. There will be no refund of above wedding in the garden fee.

WEDDING IN THE BANQUET FACILITY

You can have your wedding ceremony in the banquet facility using a white wedding arch and candelabras on each side for a fee of \$400. If the wedding and reception is held here, the wedding fee is \$250.

NORTONBURG WINEGARDEN BAR INFORMATION

OPEN BAR PRICING:

Beer: \$3.00 bottle domestic beer/ \$4.00 on imports

Wine: \$5.00/\$6.00 glass of Simmons Winery wine selection. (10.5oz. glass)

Mixed Drinks: \$5.00 per drink/ \$6.00 on top shelf

CASH BAR PRICING: All guests pay as they order. \$3.00 or \$4.00 beer \$5.00 or \$6.00 glass of wine, \$5.00 mixed drinks/\$6.00 on top shelf.

We can set up the bar a number of ways to suit your needs:

Full Open Bar: Beer, Wine, and Mixed Drinks

Partial Open Bar: Beer & Wine Open; Cash for Mixed Drinks.

Full Cash Bar—the guest pay as they order. **Partial Cash Bar:** You can put a limit on the bar as to a total cost that you would pay for. When it gets close to that limit, we will come to you for a final decision as to whether you want to continue the bar at your expense or whether to make it a full cash bar at that point in time.

All wine will be served in 10.5 oz wine glasses, mixed drinks will be served in a 11oz. clear plastic cup, and beer served by the bottle. Our bartenders work primarily for tips. If you do not want tip jars on the bar, please let us know and you can tip accordingly. We use all licensed bartenders and reserve the right to refuse to serve anyone underage or intoxicated.

IT IS ILLEGAL FOR ANYONE TO BRING ANY ALCOHOL TO OUR LICENSE PREMISES INCLUDING PARKING LOTS AND GROUNDS. ALL ALCOHOL WILL BE CONFISCATED.

NORTONBURG MENU & BAR SELECTIONS

Menu: All food is served buffet style or plated meals on China, with glassware and stainless silverware.

Your menu choice: _____

Time to be served: _____

Price per person \$ _____ X final guest count _____ = _____

Do you want food before bride arrives? _____

Bar Service:

Open Bar (you will be paying the bar bill) _____

Cash Bar (guest pays for each drink) _____

Partial Open Bar (the partial amount you will pay before it goes to a cash bar)

Total: (food and open bar choice): _____

Additional

Favors or Gifts: *Let us create a unique favor for your guest and/or wedding party. They also make great table centerpieces.*

personalized bottle of wine in a 375ml bottle. (Wine choices: Autumn Sweet Red and Autumn Blush) \$6.00 each 100 or more: \$5.00 each

---also a personalized label for the 750ml bottle: Prices are according to choice of wine

Gift Baskets *for Bridal party, parents, or overnight guests: Specially made to order with whatever you would like in them. Prices vary.*

Table Centerpieces: *Decorate with your own or choose from our selection: \$5.00 or \$10.00*

Linens: *White linens are included in the price of the packages. If you choose to have a color, please bring a sample at the 2 month meeting and we will try to match and order at that time. Tablecloths: \$10.00/table _____ Napkins: \$1.00 per person*

China: *To substitute china instead of hard plastic plates, an additional fee will be charged.*

Champagne Toast: *Champagne available for all guests \$3.00 per person (non-alcoholic available)*

TOTAL COST:

Hall rental fee: _____

Wedding fee: _____

Kitchen-Use fee: _____

Your caterer: _____

Music: our house DJ: _____

Music provided by the guest

Service charge: _____

Catered Meals: _____

Any additional options _____

Any additional rental fees: _____

Gratuity(recommended) 18% _____

Sales Tax (6%) _____

Total due: _____

(A 3% service charge on credit card transactions)

Deposit required now: _____

Balance: _____

Final balance due day of event. Date: _____, *Amount* _____

Final Guest Count: *This final guest count is very important. This number determines the staffing and food prepared. This is the number that you will be billed for, if for some reason you go over your count, you will be charged accordingly. Your count will be due to us no later than 2 weeks prior to your event date. Count due: _____ Count _____*

Music Service: *house DJ----- 4 hours-----\$500.00*
Music provided by you or someone else has a service charge-fee required--\$100.00
Would you like to use our house DJ? _____ Time: _____
Other Entertainment _____ Time: _____

Kitchen-Use Fee: *If you do not use our caterer, there is a \$150.00 "use fee" for the kitchen. The kitchen is not a cooking Area, but you will have use of sinks, prep areas, refrigerator, microwave, and ice machine.*

Damages: *You will be held responsible for damages incurred to our facility during your event.*
Credit Card Payments: *A 3% surcharge for each credit card payment will be added per transaction.*

Meeting Schedule:

- 1. General walk thru, refundable deposit required to reserve your date, general information discussed, options presented. See page for options.*
- 2. 6 weeks from date of reception: we will require names and numbers of your florist, cake person and music. Menu will be finalized and special requests can be talked through and ordered. Options available will be planned and ordered if needed. Table arrangements and seating layed out.*

Misc: No nails, tacks, glue, paint, confetti, sparklers or fireworks of any kind allowed.
Candles on tables must be in container to catch wax.

We want to thank you for choosing our facility. We truly want to make this an event that you, your family and friends will remember forever!!

<i>Date Due</i>	<i>Amount</i>	<i>Payment Type</i>	<i>Date Received</i>	<i>Rec'd by:</i>

By signing below you agree to all the terms and conditions in the reception contract.

_____	_____	_____	_____
<i>Simmons Winery Rep.</i>	<i>Date</i>	<i>Responsible Party</i>	<i>Dat</i>

1. **Tax Exempt Status:** If the host is a tax-exempt organization, it must provide The Nortonburg Wine Garden with a valid tax exemption certificate within 7 days of the secured date.
2. **Conduct:** Lessee agrees to conduct the function in an orderly manner in full compliance with applicable laws, regulations, and The Nortonburg Wine Gardens rules. The lessee assumes full responsibility for the conduct of all persons in attendance and for any damages, loss or liability incurred therein. The Nortonburg Wine Garden reserves the right to refuse the patronage and service of any lessee or guest(s) if they do not comply accordingly.
3. **Decorations/Limitations:** All room arrangements are to be approved by the event coordinator. No decoration will be taped, tacked or glued to any part of the facility at any time. Times for set-up will be discussed with the event coordinator.
4. **Compliance With Law:** This agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. The parties agree to cooperate with each other to ensure compliance with such laws.
5. **Changes, Additions, Stipulations, or Deletions:** Any changes, additions, stipulations, or deletions will not be considered agreed to or binding on the other party unless such modifications have been initialed or otherwise approved in writing by such party.
6. **Parking:** The lessee expressly waives all claims of liability against The Nortonburg Wine Garden arising out of the lessee and its guests using the parking facilities in relation to the aforementioned function.
7. **Agreement Signatures:** This agreement shall be governed by and interpreted under the laws of the state of Indiana and the exclusive jurisdiction and venue for any legal proceeding shall be the County of Bartholomew in the State of Indiana.

8. SMOKING IS PROHIBITED INSIDE THE HALL. There are designated areas outside under the shelter and any alcoholic beverage brought on to the property of Simmons Winery or The Nortonburg Wine Garden is in direct violation of the licensing of the Alcoholic Beverage Commission and Health Department Regulations and may incur a fine.

9. Impossibility: Simmons Winery and The Nortonburg Wine Garden, Inc. shall not be held liable for failure to carryout the function due to fire, electrical failure, an act of God or other conditions beyond its reasonable control.

Agreement Signatures: This agreement shall become effective as of the date it is fully executed by both parties. This agreement shall not be assigned.

Accepted and Authorized by:

 Authorized Signator

 Mailing Address

 Day Phone Date

Accepted and Authorized by:

 Brenda Simmons, Events Coordinator

 Date