

L O N G S H I P
C E L L A R S



*Tasting Room Private Event
Rental Agreement*

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Thank you for your interest in renting the Longship Cellars Tasting Room for your private event! Our intimate space is excellent for wedding receptions, work functions, birthday parties, and more.

The tasting room can accommodate up to 60 people seated, 75 people max if seated and standing. Seating includes tables, couches and the bar.

:: Event Space & Pricing ::

:: PRIVATE TASTING ROOM EVENT ::

- \$300 per hour for closure of the Tasting Room Mon-Thurs 4-8pm
 - \$400 per hour for closure of Tasting Room Fri 2-8pm; Sat 12-8pm; Sun 12-6pm
 - \$200 per hour for renting before the tasting room is open Mon-Sun
 - \$100/hr for each additional hour after agreed-upon rental hours
 - \$500 wine purchase minimum if closure takes place during business hours
 - \$200 deposit (will be applied to full rental fee)
 - \$50 additional option for a personalized menu specifically created and printed by Longship Cellars for event
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:: Wine Purchasing ::

There are many options to customizing your wine experience....

OPTION #1 :: Allow your guests to have full access to the current wine menu.

OPTION #2 :: Create a tailored menu with specific wines of the renter's choosing to be available to guests by the glass and/or bottle (our most popular option).

OPTION #3 :: No Host Bar (guests are responsible for their own wine purchases).

OPTION #4 :: Wines paired specifically with the food items that are catered in.

The renter is required to meet a minimum purchase of \$500 in wine. Renters will be charged at the conclusion of the event for all wine served. Partial bottles will be included and are yours to take home. If having a No Host Bar, the Renter must still meet the wine purchasing minimum if not met by customers. Outside alcohol is prohibited to be brought in. Non-Alcoholic beverages are allowed.

:: Food Purchasing ::

Outside food is welcome to be brought in or to have your event catered. Longship can provide a limited amount of food from our Small Bites Menu (we do NOT have a full commercial kitchen, which can limit the amount of food available to order). Food purchased from Longship can be applied to minimum purchase requirement.

:: Tasting Room Amenities ::

Surround sound speakers || 2 Flat Screen TVs || Water with glasses

Wine Glass Stemware || Small kitchen || AV Hookups (you must bring your own cords)

2 Longship Employees to serve wine during your event

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20% automatic gratuity will be added to your final bill.

LONGSHIP CELLARS



:: Agreed Upon Rental Terms ::

- I understand if I have special requests or needs, they must be specified in this agreement.
- I understand I will pay a deposit of \$200 to reserve a date and time at Longship Cellars, which I will pay with the card provided at the time of booking. This deposit will go towards full rental fee.
- I understand the rental fee will be charged 48 hours prior to the event with the card provided.
- I understand cancellations made one week in advance of the event are 100% refundable. Cancellations made within 48 hours in advance of the event are 100% refundable, with the exception of the \$200 deposit made to hold the date.
- I understand there is a minimum purchase of wine/food of \$500.
- I understand if the \$500 wine/food minimum is not met at the end of the event, Longship will charge my card for the difference.
- I understand that all partially poured bottles will be charged to my account and sent home with me at the end of the event.
- I understand the final payment for any unpaid wine and additional event hours are due at the end of the event.
- I understand a fee of \$100/hr will be applied if guests stay past the agreed-upon clean up time.
- I understand ALL OUTSIDE ALCOHOL (e.g. beer/wine/hard liquor) is strictly prohibited by WA state law. Non-alcoholic beverages are allowed.
- I understand that myself and my guests attending the event will comply with all applicable city, county, State, and Federal laws and shall conduct no illegal act on the premises.
- I understand Longship is a drug-free and non-smoking facility at all times, NO EXCEPTIONS.
- I understand that confetti/glitter/silly string is not allowed in the tasting room.
- I understand rearranging of Longship furniture is only to be done by Longship employees.
- Longship employees reserve the right to refuse service to anyone.
- I understand that I am responsible for providing plates, utensils, napkins, cutlery, etc. for my event
- I understand if I order from the Longship Small Bites Menu, Longship will only provide plates, napkins, and utensils for the specific items ordered.
- I understand I am responsible for the setup & teardown of any rented tables, chairs, and/or event rental property.
- I understand I am responsible for cleaning up any garbage, food, and event decorations at the event's conclusion.
- I understand no nails, screws, staples, or penetrating items should be used on Longship Tasting Room walls and brick; in an extreme case of any wall damage, the card on file will be charged.
- I understand I am liable for all damages to Longship property.
- I understand I am responsible for any leftover decorations, food, etc. If left after the event Longship Cellars has the right to throw away if not contacted by me within 24 hours of the event's conclusion.
- I understand Longship Cellars reserves the right to revoke any discounts on wine and venue rental based on wine club membership, if said membership is canceled before one year and/or two wine allocations are paid for in full. Renter will be charged the difference to the card on file/card used for the event.

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.. Renter Contact Information ..

Name :: _____

Phone :: _____ Email :: _____

Address :: _____

City/State/Zip :: _____

:: Event Information ::

Event Title :: _____

Event Date :: _____ Event Time :: _____

Expected Number of Guests :: _____

Caterer (if applicable) :: _____

WINE :: Full Wine Menu _____ Tailored Wine Menu _____ No Host Bar _____ Other _____

FOOD :: Provide your own food/catering _____ Longship Small Bites Menu _____

Preferred Method of Communication :: Call _____ Text _____ Email _____

Wine Club Member :: Yes No Voyager // Invader// Reserve

If you are interested in ordering food from our Small Bites Menu, what items?

Is there any additional information about your event?

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:: Event Duration + Cost ::

Start Time :: _____ End Time :: _____ Set up Time :: _____ Clean up Done By :: _____

Total Duration :: _____ x \$ _____/Hour = \$ _____ (will be charged 48hrs prior to event)

This charge does not include the \$500 minimum wine/food that will be met and paid for at the end of the event.

:: Terms Agreement ::

This is a rental agreement between Longship Cellars, and _____
(renter) to rent the Longship Cellars Tasting Room for a private event during the date listed
(closing to public). A deposit of \$200 will be paid with the card provided on the date signed.

I, _____ agree to the terms and conditions in this agreement.

Signature :: _____ Date :: _____

:: Payment ::

I, _____ authorize Longship Cellars to immediately charge my
credit card a date-hold deposit in the amount of \$200. This payment is for my event on (date)
_____. The remaining balance will be charged 48 hours prior to the event.
I agree to pay the full amount listed, cost of wine/food and any additional charges.

Account Type :: Visa // MasterCard // AMEX // Discover

Cardholder Name :: _____

Account Number :: _____

Expiration Date :: _____ CVV Number :: _____

Billing Address :: _____

City, State, Zip :: _____

Signature :: _____ Date :: _____

Please submit Agreement to the Longship Tasting Room or email to longshipcellars@gmail.com

LONGSHIP USE ONLY

Employee :: _____ Today's Date :: _____ Contacted :: _____ Confirmed :: _____
Deposit Paid :: _____ Full Amount Paid :: _____ Wine Paid :: _____

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.. Renter Contact Information ..

Name :: _____

Phone :: _____ Email :: _____

Address :: _____

City/State/Zip :: _____

:: Event Information ::

Event Title :: _____

Event Date :: _____

Event Time :: _____

Expected Number of Guests :: _____

Wine Club Member :: Yes No Voyager // Invader// Reserve

.. Caterer Company ..

Name :: _____

Phone :: _____ Email :: _____

:: Terms Agreement ::

This is a rental agreement between Longship Cellars, and _____
(renter) to rent the Longship Cellars Tasting Room for a private event during open Tasting Room
hours (closing to public). A deposit for the rental space will be paid with this signed agreement.

I, _____ agree to the terms and conditions listed above.

Signature :: _____

Date :: _____