



GALER ESTATE VINEYARD & WINERY

Private Event Agreement

Thank you for choosing Galer Estate to host your private event. We look forward to sharing our award-winning wines with you.

Please read over our property and event policies. Feel free to ask any additional questions.

Your event is not scheduled until a copy of this agreement is finalized with your signature/initials and confirmed with Galer Estate's Event Manager.

Thank you!

Name / Non Profit Name	
Contact Person	
Email	
Phone #	
Date of Event	
Time of Event	
Type of Event	
# of Guests	

Property Policies - please review and initial _____

1. Galer Estate reserves the right to refuse service to anyone who does not abide by Galer Estate property or event policies.
2. By law, no alcohol other than Galer Estate wines are permitted.
3. Galer Estate is legally obligated to refuse service to anyone who is visibly intoxicated.
4. All guests on Galer Estate property must be of legal drinking age. No exceptions for infants, toddlers, children, or teenagers.
5. Areas on the property are closed to the public unless escorted by Galer Estate owner or staff.
6. Pets are not permitted, but service animals are welcome.

Event Policies - please review and initial _____

1. Cost per event is dependent upon each event.
2. Guests can begin setting up **1 hour** prior to the scheduled event.
3. Galer Estate does not permit sternos, open flames, candles, balloons, confetti, glitter, or outside signage.
4. Catering must be pre-approved by Galer Estate's Event Manager at least 1 week before the event.
5. All guests and caterers must park in the large lot in front of the winery.
6. Galer Estate has limited handicap accessibility, but please let Galer Estate staff know how/if we can help.
7. Guests must be respectful of all Galer Estate property, staff, and guests.
8. Please do not move/remove any property without asking a Galer Estate staff member first.
9. A pre-determined wine purchase is required for the event.

Event Costs - please review and initial _____

1. \$700 per tasting room per 2.5 hour event: includes room, wine glasses, water, water cups, tables, chairs, and table cloths
2. \$25 per server per hour - includes all extra meetings, event time, set-up and clean-up
3. \$50 per additional 30 minutes preceding and/or proceeding the agreed upon time of the event
4. \$50 for excessive garbage removal
5. \$300 for use of the kitchen
6. \$15 per wine tasting with an additional 6 bottle minimum purchase (cost is dependent on wines)
7. 12 bottle minimum purchase (cost is dependent on wines)

Meetings with Events Manager

Guest can schedule up to 2 meetings on premise with Galer Estate's Event Manager. Guests and Manager can see the space, determine what wines to be poured for the event, discuss event quote and determine the table and chair configuration. More than 2 meetings will result in an additional \$25 per hour server fee on the final bill.

Occupancy / Music

The tasting room and deck is available for private events. The amount of space that is reserved for your group will vary depending on the size of your group, applicable event minimums and the type of event. The private space accommodates up to 40 people seated inside, and up to 80 people seated inside and outside. Tents are permitted on the deck, but must be approved at least 1 week prior to the event by the Event Manager before ordering the tent. The guest must arrange and pay for the tent independently. Any music, speakers, microphones, etc must be pre-approved by the Event Manager at least 1 week prior to the event.

Wine

Only Galer Estate wine and non-alcoholic beverages can be served during the event. The presence of any non-Galer Estate alcohol will result in the immediate conclusion of the event with the additional fee of \$1000 charged to the guest.

Guest can pick four (4) Galer Estate wines prior to the event with two (2) complimentary tastings. Additional tastings are \$15 per tasting.

Guest can choose to do tastings, wines by the glass, wines by the bottle or cash bar. Cost per wine varies.

Decorations

Balloons, glitter, confetti, candles or signage by the parking lot or driveway is prohibited.

Flowers, signs or other approved decorations must be securely placed by the guest and then removed immediately at the conclusion of the event.

Failure to comply with these rules will result in a \$300 cleanup/damage fee.

Catering / Kitchen

Galer Estate does not hold a food handling license. Guests can bring food or hire a caterer. The guest must arrange and pay for all catering independently.

All catering must be approved by the Event Manager at least 1 week before the event. Caterers can use the kitchen for an additional fee – no heating is allowed by caterer, including the use of sternos. The kitchen is solely used for storage, countertop space and 2 shelves in the refrigerator. Items in the kitchen may not be used by guests without approval. Failure to return the kitchen to its original state or any damage will result in an additional \$300 fee.

Non Profit Events

A Tax ID Number must be given to Galer Estate with this agreement in order to receive the half price room fee.

Deposit and Payment

Deposit is not required. Guest must agree to pay for all fees upon completion of the event. Guest can pay with cash, credit card, or Galer Estate gift card.

Personal checks are not accepted. Organizations can be issued an official invoice and pay with check after the event.

Quote given to Guest does not include tax or gratuity. Guest must provide a credit card on file prior to the event by calling or filling out the form below.

Name on Card	
Card #	
Expiration Date	
CVV	
Billing Zip Code	
Tax ID Number	

Menu Details (filled out by Event Manager)

Name of Event	
Wines	

Guest Signature _____ Date _____