



**times ten**  
C E L L A R S

1100 Foch Street  
Ft. Worth, Texas 76107

phone 817.336.9463 fax 817.336.9464

**Weekend Evening Agreement**

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Number of guests:** \_\_\_\_\_ **Room:** To be determined by times ten cellars

**A bartender fee of \$85.00 (non-refundable) is required when booking this event. This fee is paid in advance at the time of booking. Host agrees to a \$500 spending minimum in wine and/or food purchases as a collective group for the event. If the minimum is not reached the host may take home bottled wine or a gift card equivalent to the amount needed to reach the minimum. The room will be determined by times ten cellars based on availability and space needs.**

**A gratuity of 18% will be added to food purchases.**

**Name of host/coordinator** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E mail:** \_\_\_\_\_

**Credit Card#:** \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_

## Terms and Conditions:

All parties agree to the terms on the event agreement. No exceptions to the contract can be made except by written agreement by both times ten cellars and the event host.

Set up access for the party can begin no earlier than **30 minutes** prior to regular opening hours or **one** hour before the specified event unless special arrangements are made in advance.

Guests will not be allowed to attach anything to the walls, no glitter, confetti, or any type of scented items. Room must be returned to its original condition after the event is completed.

**Guests are not allowed to bring in additional alcohol. This option is only available if you rent a private room. This is a TABC regulation.**

A dedicated server must be provided by the catering company or times ten cellars for groups of 30 or larger. This person will take care of the FOOD related portion of your event (maintaining the buffet, table clean up, busing etc. An 18% gratuity will be added to all food purchases. Times Ten Cellars can offer this person for \$100.00 if the caterer is not providing staff.

**All outside catered food must be prepared by a licensed catering company or purchased through a commercial kitchen or times ten cellars.**

**Table linens if requested during the event will be billed the cleaning charge of \$20.00 / linen.**

**Wine pricing is based on the “on site” bottle price at the date of your event.**

- If the event is cancelled less than two weeks prior to the scheduled date, the full amount of the spending minimum will be billed to the credit card on file.

Times Ten Cellars is not responsible for any items, personal or otherwise left after completion of the event.

Host assumes full responsibility for the conduct of its employees, guests, invitees, vendors, and vendor's employees while they are in, or about the winery. Host shall take steps necessary to ensure that such persons comply with the General Policies stated in this Agreement. Host shall promptly reimburse times ten cellars for any damages resulting from the actions of renter's employees, guests, invitees, vendors, or vendor's employees.

Date: \_\_\_\_\_

Signed By Customer: \_\_\_\_\_