



# times ten

C E L L A R S

1100 Foch St  
Fort Worth, Texas 76107  
phone 817.336.9463 fax 817.336.9464

## Event Agreement

**Date of Event:**  
**Number of People:**

**Time:**  
**Room:**

**Rates/Fees:**

- A bartender fee of \$100.00 (non-refundable) is required when booking this event. This fee is paid in advance at the time of booking. Host agrees to a \$\_\_\_\_\_ 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 Organization/coordinator:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

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

**Notes:**

\_\_\_\_\_

Wine Selections

**PA System (\$100):**

**Linens (\$25/table):**  **Qty:**

**Dance Floor (\$300):**

**Food Server (\$100):**

Host Initials/date: \_\_\_\_\_

Event Manager Initials/date: \_\_\_\_\_

Terms and Conditions:

1. All parties agree to the terms and conditions on the rental contract. No exceptions to the contract can be made except by written agreement by both Times Ten Cellars and the event host.
2. 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.
3. Guests will not be allowed to touch or be in direct contact with any winery equipment. Any damage done to winery equipment will be repaired or replaced at the renter's expense.
4. Smoking is not permitted inside Times Ten Cellars.
5. All set up and clean-up are at the responsibility of the renters. It is understood that it is the hosts responsibility to convey and ensure that the event coordinator understands and will abide by Times Ten Cellars event guidelines.
6. **NO glitter or confetti** of any sort, or **scented candles** may be used in decoration of event. We reserve the right to charge a **\$100** clean up fee in the case of any of these items being utilized for events.
7. Guests are not allowed to bring in additional alcohol. This option is only available if a rental of a private space is utilized. This is a TABC regulation.
8. Wine pricing is based on the "on site" bottle price at the date of the event.
9. An **18% gratuity** will be applied to all Times Ten catered food purchased during the event through Times Ten Cellars.
10. A dedicated server must be provided by the catering company or times ten cellars for groups of 30 or more. This person will take care of the FOOD related portion of your event (maintaining the buffet, table clean up, bussing, etc.) Times Ten Cellars can provide a server for \$100 if the caterer is not providing staff.
11. Times Ten Cellars black table linens used during the event will be billed the cleaning charge of **\$25.00/linen**.
12. Times Ten Cellars is not responsible for any items, personal or otherwise, left after completion of the event.
13. Events with an event agreement in place can have the option of a "minimum on the wine consumed" during their event. Cash bar option will start once this minimum has been reached for Times Ten Cellars **wine only**. (TABC law).
14. Any food brought into Times Ten Cellars must be approved by Times Ten Cellars management and must be provided by a licensed establishment per the Health Department.
15. 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.

Host assumes full responsibility for the conduct of its employees, guests, invitees, vendors, and vendor's employees while they are in, or about the Times Ten Cellars. Host shall take steps necessary to ensure that such persons comply with the General Policies stated in the Event 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: \_\_\_\_\_

The Undersigned agree to accept for the use the equipment listed on this agreement "AS IS". The undersigned accept full responsibility for the care of the equipment during the usage period and accept responsibility for the replacement at full value of any equipment rented under this form and not returned, or returned in a damaged condition.

Host Initials/date: \_\_\_\_\_

Event Manager Initials/date: \_\_\_\_\_

DAMAGES: Renter is fully responsible for the loss, theft, or destruction of Times Ten Cellars property from all causes whatever and agrees to pay the owner the fair market value of the property in such event. In the event of damage and/or partial destruction from any cause whatever, renter agrees to pay to the owner a reasonable cost of repair to said property.

### **Payment Information**

By Renter: \_\_\_\_\_

Credit Card Authorization: \_\_\_\_\_

Card Number and Expiration date: \_\_\_\_\_

Name on Card and Telephone number: \_\_\_\_\_

Host Initials/date: \_\_\_\_\_

Event Manager Initials/date: \_\_\_\_\_