



times ten
C E L L A R S

1100 Foch Street
Ft. Worth, Texas 76107
phone 817.336.9463 fax 817.336.9464
fwinery@timestencellars.com

Rental Agreement

Date of Event: _____ **Time:** _____

Number of People: _____ **Room:** _____ **Rental Rate:** _____

Mixed Beverage Service (Yes/No): _____ **\$100**

Caterer: (\$100 if not on the recommended list): _____

Name: _____ **Organization/Event:** _____

Address: _____

Phone: _____ **Email:** _____

Notes: No glitter of any sort, confetti, and/or scented candles.

Host initials/date: _____

Event Manager initials/date: _____

Terms and Conditions:

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

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. Take down must be completed one hour after the event or additional rental charges may apply.

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. Guests will not be allowed to attach anything to the walls.

Guests are not allowed to bring in additional alcohol without written consent of times ten cellars. It is required that you RENT a private space to bring in additional alcoholic beverages. At no time will a cash bar or any charge be acceptable for any alcoholic beverage, except for wine purchased from times ten cellars. If renter chooses to do a cash bar for wine then at that point we can no longer serve renter provided alcoholic beverages. You are not allowed to bring in any outside wine or sparkling wine for your event.

For Entire Winery Rental (excluding barrel lounge): Minimum of 3 servers plus manager on duty during event at \$100/server, per request any extra servers are \$100/each.

An 18% gratuity (minimum \$100.00) will be added for wine purchased during the event.

A server must be provided by the catering company 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, bussing etc.). If the caterer does not or cannot provide a server times ten cellars can provide one for \$35.00/hour with a four-hour minimum.

There is a Ceremony Set-up Fee of \$250, available with Entire Winery Rental ONLY.

All catered food must be prepared by a licensed catering company. Any catered food provided by times ten will have an automatic gratuity of 18% on your food purchase.

times ten table linens used during the event will be billed the cleaning charge of \$25.00 / linen.

Wine pricing is based on the on-site bottle price at the date of your event.

times ten cellars is not responsible for any items, personal or otherwise, left after completion of the event.

Renter Responsibility for Guests

Renter assumes full responsibility for the conduct of its employees, guests, invitees, vendors, and vendor's employees while they are in or about the winery. Renter shall take steps necessary to ensure that such persons comply with the General Policies stated in this Rental Agreement.

Renter shall promptly reimburse times ten cellars for any damages resulting from the actions of renter's employees, guests, invitees, vendors, or vendor's employees.

By Customer/Renter: _____ Date: _____

Host initials/date: _____

Event Manager initials/date: _____

Rental Cancellation Policy

If you cancel your RENTAL event 60 days or more from the date of the event, we will refund 100% of the deposit. Events cancelled less than 60 days from the date of the event will forfeit the entire deposit.

Deposit

A 50% deposit is required to hold the event. The deposit is refundable if the event is cancelled 60 days prior to the event. The remainder of the rental fee will be collected the night of the event. **When renting an event space we require a credit card to be on file.**

Credit Card Authorization: Card Number

Expiration Date:

Name on Card:

Telephone Number:

Wine Selections

PA System (\$100):

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

Valet Parking: **Must be confirmed with Times Ten Cellars**

Extra Server (\$35/hr):

Room conversion (\$250):

Host initials/date: _____

Event Manager initials/date: _____