

# SAARLOOS + SONS

## HOUSE

Tasting Room House  
2971 Grand Avenue  
Los Olivos, CA, 93441  
805.688.1200

## Facility Rental Agreement

Please review this contract carefully. Sign and return agreement with the appropriate fees in person, by mail, or email to [brianna@saarloosandsons.com](mailto:brianna@saarloosandsons.com).

By this agreement, Lessee does contract with the Saarloos and Sons Winery Tasting Room HOUSE hereafter referred to as HOUSE, to use the HOUSE facilities \*as outlined under "Facilities", on the given date. The Lessee agrees to abide by the policies and conditions outlined in this contract.

Today's Date: \_\_\_\_\_

### **Lessee Details:**

Name of Organization/User: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Non-profit # (if applicable): \_\_\_\_\_

Authorized Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Event Details:**

Anticipated Attendance (AGR): \_\_\_\_\_ \*Please note, final AGR is required (10) days prior to event.

Setup Start Time: \_\_\_\_\_. Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_. Event Breakdown Start Time: \_\_\_\_\_

Event Breakdown to be completed by: \_\_\_\_\_

Total Event Time: \_\_\_\_\_

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## **Facility & Rental Fees:**

### **HOUSE Facility Fee: \$500.00/ hour (4 hour minimum)**

\*Facility Fee includes sole usage of the HOUSE, as is, by the User for a minimum of a 4 hour block which must inclusive of any event set-up and breakdown.

### **Damage Deposit: \$500.00**

\*Damage Deposit will be returned to The User following event, in full or in a lesser amount at the discretion of SSCO, after damage to the HOUSE, if any, has been assessed by SSCO.

### **Staffing Fee: \$100.00/hour/SSCO HOUSE event coordinator.**

\*SSCO House event coordinators are mandatory/venue/hour and solely contracted to oversee usage of HOUSE unless other duties are discussed and approved by SSCO prior to event.

### **\$50.00/hour/SSCO Staff Member.**

\*If Saarloos and Sons Wine is being served at Lessee's Event wine must be served by a SSCO staff member. SSCO staff permitted to serve wine will be contracted at \$50.00/person/hour for a two - hour minimum. Total amount of SSCO Staff necessary for venue/hour to be determined by SSCO and approved by The Lesser prior to event. Additional hours must be coordinated in advance with your HOUSE Representative based on your event timeline and needs. All SSCO staff will be coordinated by Designated HOUSE Representative.

### **Cleaning Fee: \$200.00**

## **Fee Schedule:**

**Deposit of \$500** is required to reserve HOUSE facility use for specified date and time. This is non-refundable.

**Total Event Fees, excluding wine costs and damage deposit will be due no later than 30 days prior to event date.** And is non-refundable within the 30 days of event with the exception of the cleaning and damage deposit, which will be returned with 7-10 days of written cancellation.

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## **Facility Rental Agreement Policies & Conditions**

### **FACILITY-**

The "HOUSE" rental agreement refers to the specific use of the Tasting Room Building including front porch areas, (Excluding Bungalow/Back Bar/YAARD). The BackYAARD and PAARK is rented by separate contract and not for use of the "HOUSE" lessee unless an additional rental contract is signed.

### **RENTAL HOURS-**

Available Event rental hours are from 8am - 10pm Sundays through Fridays. Saturdays can be rented at an additional fee. Site Rental Fees are based upon a pre-designated time block (inclusive of set-up and take-down time.) The lessee's coordinator and/or the caterer may enter the grounds for the purpose of setting up the event at a predetermined time (to be negotiated and pre-approved with the House Representative) providing that they do not interfere with Tasting Room business activities and tasting room guests.

### **CAPACITY-**

The Lessee agrees to insure that no more than the maximum allowable persons will be in the HOUSE and Bungalow at any one time. Parties cannot become too loud or wild.

### **CATERING-**

Lessee must hire a licensed caterer approved by SSCO. The HOUSE does not provide rentals, equipment, or any food or beverage other than wine and prearranged cupcakes. Wine glasses can only be provided for events 50 persons or less. All food must be prepared off-site or an auxiliary kitchen/equipment will need to be rented and provided by the Lessee. All food, nonalcoholic beverages and caterers need to be approved by a Saarloos and Sons and HOUSE Representative.

Our in-house Enjoy Cupcakes is recommended for all special events held at Saarloos and Sons HOUSE. All reservations for cupcakes need to be made in advanced with Enjoy Cupcakes. [amber@enjoycupcakes.com](mailto:amber@enjoycupcakes.com)



### **BEVERAGE-**

Only Saarloos and Sons Wine is allowed to be served on property. Wine must be served only by an authorized SSCO employee. Food and nonalcoholic beverages are not provided by the HOUSE. Beer is permitted but can not be served by SSCO employees, absolutely no hard liquor of any kind is allowed on the property.

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## RESTROOMS-

The HOUSE contains one restroom for use during events. Events of more than 50 persons, the Lessee must provide suitable portable toilet(s), at its own expense. A maximum of two (2) such toilets is allowed. All portable toilet(s) must be carefully sited and installed in designated area. Your HOUSE Coordinator will help you with arranging rentals.

## PARKING-

There are 10 on-site parking spots (by back cottage), one handicapped parking spot(side of House), and on-street parking is available. Any additional parking needs/FIELD parking will need to be approved by a HOUSE coordinator.

## MUSIC-

Disc jockeys, Musical bands, orchestras and stringed instruments are negotiable and must be approved by a Saarloos and Sons HOUSE Representative. Otherwise lessee may coordinate with SSCO HOUSE event coordinator for use of existing stereo system of Saarloos and Sons Tasting Room and HOUSE with selected music from the House iTunes, Pandora, or similar. Music/band/disc jockeys, etc sound levels must always remain within a reasonable noise level as to not cause a noise nuisance.

## SMOKING/OPEN FLAMES -

There is NO smoking or open flames (i.e. candles) allowed in the HOUSE or Bungalow. Smoking is permitted only in designated areas. Lessee must ensure proper and safe disposal of all cigarette trash.

## CHILDREN -

We would prefer that children not be present during events. However, if your child does attend they must be accompanied by an adult at all times and are not permitted in any restricted areas. They are not permitted on anything that rolls such as tricycles, bicycles, skates, skateboards, roller blades, razors, heelies etc. Any and all minors are prohibited to drink alcoholic beverages and anyone appearing under the legal age of 21 will be asked for identification. Children must be under the control of their parent or supervising adult at all times.

## DECORATIONS -

Any event decor added by Lessee and/or outside event coordinator must be approved and signed off by the Saarloos and Sons Interior Design Representative. Furniture or objects belonging to the HOUSE may not be moved or handled without permission of the Saarloos and Sons Interior Design Representative and/or your HOUSE coordinator.

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## LIABILITY -

The Lessee assumes liability for loss or damage to the HOUSE/SSCO property that results from its use of the facility, and agrees to hold the HOUSE/SSCO harmless for loss or damage to the persons or property of its members or guests while at the HOUSE. The Lessee assumes responsibility and liability for illness resulting from the serving of food and drink at the HOUSE and agrees to hold the HOUSE/SSCO harmless. Your \$500 security/damage deposit will be returned back to you within 30 days after your event. Barring any security/damage complications. Event Party/Lessee will need to purchase event insurance through Private Event Insurance (Brought to you by AON) your HOUSE Coordinator will help you with this.

## CANCELLATION -

If the event must be postponed, the payment will apply to a later date. If the event is cancelled, written or e-mailed notification must be received by the HOUSE at least 30 days prior to the scheduled event date in order for the Lessee to receive a full refund excluding deposit fee. If the event is cancelled less than 30 days prior to the scheduled event date, the Lessee forfeits all fees excluding the damage deposit and cleaning fee. Postponement and/or cancellation must be in writing or an e-mail from the Authorized Contact Person for the Lessee.

## WINE :

The Lessee is required to purchase a minimum of FOUR cases of SSCO wine for any events held in the HOUSE.  
\* All available wine selections are subject to change in availability and price. Wine selections are not finalized or guaranteed until final payment is received by SSCO. Pre-purchased cases will be held in our storage for your event date. Additional wine may be added on day-of event from available in-house selections and current market pricing. Any additional wine purchased will be billed to credit card on file by SSCO upon conclusion of event. Please note, SSCO wine is the only alcoholic beverage permitted on-site unless otherwise approved by SSCO prior to event. Current/Available Wine Selections and pricing can be viewed at [www.SaarloosandSons.com](http://www.SaarloosandSons.com) \*Must be 21 years old to join and receive wine, as well as consume onsite for event. Underage drinking will not be tolerated.

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## PAYMENT:

The below credit card will remain on file until all event expenses have been finalized with SSCO and will be charged for all wine purchased, unless otherwise stated by The Lessee and approved by SSCO, as well as if event exceeds the designated conclusion of event. \*Any event exceeding the designated end time will be charged a minimum of \$150.00/thirty minutes past designated conclusion of event; amount charged for any event exceeding the designated conclusion of event will be charged at the sole discretion of SSCO.

## Credit Card Authorization Form:

Name: \_\_\_\_\_

Billing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Card number: \_\_\_\_\_

Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_

Verification Number \_\_\_\_\_ Exp Date: \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## SUPERVISION & STAFF:

The Lessee agrees to contract an in house venue coordinator from the HOUSE to oversee the event and uphold policy during rental/event hours. The coordinator in charge must be present during the entire set-up for event, and insure the HOUSE and adjacent areas are cleaned up after the event. (\$100 per hour of contracted rental agreement)

Designated SSCO HOUSE Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If Saarloos and Sons Wine is being served at Lessee's Event wine must be served by a SSCO staff member. SSCO staff permitted to serve wine will be contracted at \$50.00 per person per hour for a two-hour minimum. Additional hours must be coordinated in advance with your HOUSE Coordinator/ Representative based on your event timeline and needs. All SSCO staff will be coordinated by Designated HOUSE Representative.

SSCO staff: \_\_\_\_\_

SSCO staff: \_\_\_\_\_

SSCO staff: \_\_\_\_\_

SSCO staff: \_\_\_\_\_

Timeframe of staff: \_\_\_\_\_

Total Hours of SSCO Staff: \_\_\_\_\_

Total SSCO Staff Cost \$ \_\_\_\_\_. (Gratuity not included)

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## FINALIZATION-

Total Cost of HOUSE Usage \$ \_\_\_\_\_

Total SSCO Staff Cost \$ \_\_\_\_\_

Cleaning Fee **\$200**

Damage Deposit **\$500**

Event Total Facility Rental Cost \$ \_\_\_\_\_

The Lessee agrees to pay **\$ 500 (Non-Refundable Deposit Fee)** upon signing this contract and booking reservation.

\*Total for wine cases will be assessed separately.

The balance of \$ \_\_\_\_\_ is due 30 days prior to the event.

**I certify that I have read, understand, and accept the conditions set forth in this contract.**

\_\_\_\_\_

Authorized Contact Person for the Lessee

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Authorized Contact Person for Lessee

\_\_\_\_\_

Authorized Contact Person for the HOUSE

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Authorized Contact Person for the HOUSE