



SPECIAL EVENT AGREEMENT

This Special Event Agreement reserves the Wine Bar @ Solano Cellars on _____ between the hours __: __pm and __: __pm.

Date:

Time:

Type of Event:

of Guests:

Client Name, ("Wine Bar Client") agrees to a **Food & Beverage Minimum** of \$x,xxx, a **18% Service Charge** on the sub-total amount, and applicable **Taxes**.

Wine Bar Client agrees to hold the reservation with a valid **credit card** provided on Page 2 of this agreement.

In the event of a **cancellation at least 7 days** prior to the scheduled event, **no fees** will apply. If **cancelled between 3-7 days** of the scheduled event, a cancellation fee of \$x,xxx (equal to 25% of the Food & Beverage Minimum) will be charged to the card provided on Page 2 of this agreement. If **cancelled within 48 hours** of the scheduled event, a fee of \$x,xxx (equal to 50% of the Food & Beverage Minimum) will be charged to the credit card provided on Page 2 of this agreement. Any product special ordered for the customer will have to be purchased at 100% of its retail value regardless of when the event is cancelled.

The charges listed above include 3 hours of venue access, wine service staff, setup, and breakdown. **Please confirm the final number of guests and menu selections 7 days prior to the event.**

Outside food may be brought on premise at no charge, provided that the Wine Bar Client arranges for third-party staff to prepare & serve food, dispose of all related food waste and clean kitchen post-event as necessary.

If outside food, furniture, party rentals or other equipment are brought on site for the purpose of your event, these items must be loaded out within 60 minutes of event end time, or a \$150 per 30-minute overtime fee will apply. This includes cleanup in excess of 60 minutes post-event.

Solano Cellars reserves the right to refuse service to anyone. Illegal substances *and* outside alcoholic beverages on the premises are strictly **forbidden and in violation of our alcohol license**. Solano Cellars will not be held liable in the event of an injury due to illegal activity. Bringing in outside alcohol or illegal substances will result in the immediate expulsion of the individuals in violation of this policy.

The Wine Bar Client will receive a **final bill** upon conclusion of the event, which will reflect all food and beverage consumed, as well as the charges listed above, **with the balance to be paid in full the day of the event**. If the minimum requirement is not reached, the remainder will be applied to the subtotal as an additional **Beverage Charge**. Cash, corporate check, or credit card must pay the balance.

Solano Cellars requires a credit card to secure this reservation. Without both a valid credit card and a fully completed Special Events Agreement, this booking is considered tentative. Upon receipt of method of payment and signed contract, this agreement and reservation will take effect and is **guaranteed** by Solano Cellars.

Initials: _____ Date: _____



Please confirm the credit card information that will hold your reservation and that Solano Cellars may charge in the event of a cancellation, with terms outlined above:

Name of Card Holder: _____

Credit Card: **VISA** **MC** **AMEX** **DSC**

Credit Card Number: _____

Exp. Date: _____ Billing Zip Code: _____ CVC/Security Code: _____

Card Holder Signature: _____

Upon conclusion of event:

_____ the final bill is to be charged to the credit card above

_____ the service staff will receive a different form of payment

This agreement is between **Wine Bar Client** and Solano Cellars. This agreement will be in effect upon receipt of the signed agreement and credit card guarantee.

Signed: _____ Date: _____

Print: _____ Title: _____

Please email this completed contract to mail@solanocellars.com. Thank you!