



# SPECIAL EVENTS

JASPER WINERY

### General Information

The Jasper Winery facility is available for rent from 6pm - 10pm and includes use of banquet room, outdoor patio, and lawn/garden area. The banquet room will accommodate up to 125 people for a seated dinner or 175 people for a cocktail-style reception. Attendance size can easily be increased with the addition of an outdoor tent. The Jasper winery rental fee is \$15/person with a minimum of \$500 and a maximum of \$1000. Contact winery staff for daytime pricing.

### Set up

Facility rental includes round tables and chairs to be used during event. A date and time for decorating must be predetermined. No tape, staples, and other potentially damaging adhesives may be used on walls. Floor plan must be returned at least one week prior to event and be approved by Jasper Winery. Table and chairs will be set up accordingly.

### Food

We work with several different caterers in the Des Moines area and ask that all food come from a licensed caterer. Caterers must be approved by Jasper Winery. Information and menus may be provided to assist in choosing food options. Caterers must contact Jasper Winery at least 2 weeks prior to the event. It is strongly suggested they visit our facility prior to the event. The caterer may use the catering kitchen for prepping the food. No BBQ/grill or roasters may be used on the premises. No gum or hard candies. Caterers are responsible for removing their garbage from the premises. Individually packaged non-alcoholic beverages may be brought in but any other beverages must be provided by the caterer.

### Wine and alcohol

Wine and beer must be purchased through Jasper Winery. Wine is charged at our retail price rate. There is no corkage fee. Beer is \$4.00 a bottle. Kegs of Madhouse Brewing Co. beer are \$300 per keg, other brands of beer are \$350 per keg. Hard liquor must be coordinated through your caterer for an additional fee of \$300. No outside alcohol may be brought onto the premises. Legal restrictions regarding

underage drinking will be strictly enforced. Jasper Winery assumes no responsibility or liability for underage drinking, and reserves the right to ask entire party to leave if unlawful activity is observed.

### Deposit

To confirm the date of your event, a payment of \$500 is required along with signed contract. The \$500 will go towards final bill. It is not refundable upon cancellation of the event.

### Additional Information

- A charge of \$150/hour will be assessed for every hour past contracted limit.
- This is a smoke-free facility, smoking allowed outside only.
- Confetti, glitter, fog machines, bubble machines or other residue leaving substances are not permitted.
- A Jasper Winery representative will be present at all functions.
- Linens may be rented through Jasper Winery. Tablecloths are \$8 each and napkins are \$1 each.
- A service charge of 18% on beverages served will be added to the final bill.
- Tents may be rented through Iowa Tent for setup on the east side of the winery. Sizes are 30' by 30' or 30' by 60'.

Jasper Winery is unable to assume responsibility for damage or loss of any merchandise or articles left on premise before, during, or after your event. Jasper Winery will not be held liable for injuries or property damage/loss during this function, including, but not limited to: death, personal injury, property damage, and any other incidents that may occur to any person(s) by use of the building and premises during the term of this agreement. The term of the agreement begins when the first guest arrives on the property and concluded when the last person leaves the property.

## Jasper Winery Events Agreement Form

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_ No. of Guests \_\_\_\_\_ Hours of Event \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Day phone \_\_\_\_\_ Alternate phone \_\_\_\_\_ E-mail \_\_\_\_\_

Date and Time for Decorating (not to exceed 4 hours) \_\_\_\_\_

Wine to be Served \_\_\_\_\_

Table/Chair floor plan attached?  Yes  No

Total Rental Fee \_\_\_\_\_ Miscellaneous \_\_\_\_\_

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_