



WEDDING RECEPTION AGREEMENT

JASPER WINERY

General Information

The Jasper Winery facility is available for rent from 6pm - 12 midnight and includes use of banquet room, Barrel Room, outdoor patio and lawn area. The banquet room will accommodate up to 125 people for a seated dinner or 175 people for a cocktail-type reception. Attendance size can be increased with the addition of an outdoor tent. The Jasper Winery rental fee for May-October is \$2200 for groups under 100 people and \$2700 for groups over 100 people; the fee for receptions in November-April is \$2000 for groups under 100 people and \$2500 for groups over 100 people (the additional cost covers the extra staff needed and use of the outdoor patio).

Inclusions

- tables and chairs for use in the banquet room
- Barrel Room to be used as buffet, additional seating or gift location
- screen, projector, microphone, DVD player
- wine glasses
- bartenders for wine/beer
- clean-up after the event

Set up

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

- 110 - white chairs (inside only)
- 12 - 60" round tables (seat 8 people)
- 5 - 30" silver cocktail tables
- 120 - white molded chairs
- 12 - 40" white plastic tables
- 5 - 6' long tables
- 2 - 4' tables
- 3 - walnut tables (8' x 30")

Decorating

Decorating must be performed during the rental agreement times agreed upon. No decorations are allowed that leave any kind of residue; this includes confetti, glitter, silly string, tacks, staples, all types of tape or other items inside or outside Jasper Winery. Helium balloons are not allowed. Only votive candles and candles in hurricane-style enclosures are allowed; however, no candles are allowed in the Barrel Room. No small candy is allowed to be scattered on tables as decorations. All decorations must be removed at the end of the event.

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. You are free to select a licensed bakery of your choice for a wedding cake. 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.

Music and Entertainment

All musicians and/or DJs must cease playing by 11:15pm. This will allow time for musicians and/or DJs to dismantle their equipment and be off the premise by 12 midnight. Bubble machines, fog machines, dance wax or any other compound or substance spread on the floor is not allowed. Musicians/DJs may use our back parking lot to unload their vehicles.

Wine and Alcohol

All wine and beer must be purchased through Jasper Winery and will be served by the winery staff (arrangements must be made ahead of time if you would like the caterer to serve wine and/or beer). Alcohol will not be served after 11pm. 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 may be coordinated through your caterer for an additional fee of \$300. No outside alcohol may be brought onto the premises; if any is found, it will be confiscated.

Deposit and Payment

To confirm the date of your event, a deposit of half the rental fee is required along with this signed contract. The deposit will go towards your final bill. THE DEPOSIT/ ANY PAYMENTS MADE ARE NOT REFUNDABLE UPON CANCELLATION OF THE EVENT. The full payment of the rental fee is due before the date of your event. A credit card number is required on file for any additional charges that may occur. A fee of \$5 per glass will be charged if wine glasses are broken or missing. Jasper Winery cannot and will not be responsible for acts of God, inclement weather or the parties' change of plans. A charge of \$300/hour will be assessed for every hour past contracted limit (this includes all guests/DJ/band/caterers/etc.). For your protection, all guests should be notified of these hours. Additional fees may be assessed for extra cleaning.

Additional Information

- The wedding party/guests may not use the kitchen/production room/warehouse/back of building.
- Jasper Winery is a smoke-free facility; smoking allowed outside only.
- 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'.
- No sparklers, bottle rockets, fire crackers or any other fireworks are allowed.
- Absolutely no weapons or firearms are allowed on Jasper Winery property.
- Children must be supervised at all times.
- The tasting room will remain open during regular business hours (Monday-Saturday, 10am-6pm and Sunday 1pm-5pm). No guests may arrive before 6pm unless other arrangements have been made.
- 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.

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