



**2400 George Flagg Parkway
Des Moines, IA 50321
515-282-9463**

Wedding Reception Agreement

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/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 \$1500.

Inclusions

- round tables and chairs for use in the banquet room
- 1 consultation with event coordinator
- Barrel Room to be used as brides' room, gift location, or additional seating
- gift table
- guest book table

Set up

Facility rental includes round tables and chairs to be used during event. Table linens will not be provided. 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

Information and menus will be provided to assist in choosing food options. We ask that you use a licensed caterer.

Wine and alcohol

Wine must be purchased from Jasper Winery. Wine will be provided at 10% off retail price, and must be pre-selected in order to be available for event. Beer and hard liquor must be coordinated with catering service. No outside alcohol may be brought onto 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.

Wine glasses are available for rent at \$5.00/dozen.

This is a smoke free facility, smoking allowed outside only.

Confetti, glitter, fog machines, bubble machines or other residue leaving substances are not permitted.

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

A Jasper Winery representative will be present at all functions.

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.

4-5 glasses per bottle

12 bottles per case

Will only charge you for the wine you consume

Jasper Winery Events Agreement Form

Date of Event:

Type of Event:

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:

Total wine cost:

Table/Chair floor plan attached? Yes No.

wine glasses to be used (\$5.00/dozen):

Total Rental Fee:

Miscellaneous:

Renter's Signature:

Date:

Approved by:

Date

