

# Party Hosting Guide

Country Moon Winery is pleased to host private gatherings in a variety of outdoor and indoor settings. The winery is especially well suited for birthday parties, bridal showers, rehearsal dinners and family reunions. The following guide will outline the various options for a party and help estimate the cost. This form may be used to complete the booking request. Please email this completed form to [info@countrymoonwinery.com](mailto:info@countrymoonwinery.com) or call 317-773-7942 for assistance.

Customer/Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Party Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ FRIDAY SUNDAY Starting time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Type of Occasion: \_\_\_\_\_ Surprise? No / Yes, for \_\_\_\_\_

SETTING (See Part A for descriptions)	GUESTS	INDOORS exclusive use of tasting room	OUTDOORS exclusive use of crushed stone patio	BACK-UP PLAN in case of bad weather (see Part F)	COST
Table for 2	2	<input type="checkbox"/> \$75	<input type="checkbox"/> \$85	<input type="checkbox"/> Indoors <input type="checkbox"/> Cancellation	\$ _____
Meet & Mingle	_____ Total _____ Seated	<input type="checkbox"/> \$150 up to 20 with 20 chairs <input type="checkbox"/> \$250 up to 40 with 20 chairs	<input type="checkbox"/> \$200 up to 20 with 20 chairs <input type="checkbox"/> \$300 up to 40 with 20 chairs	<input type="checkbox"/> Indoors up to 20 <input type="checkbox"/> Indoors up to 40 with 20 chairs <input type="checkbox"/> Cancellation	\$ _____
Rustic Elegance	_____ Seated	<input type="checkbox"/> \$400 up to 20	<input type="checkbox"/> \$450 up to 20 <input type="checkbox"/> \$600 up to 30 <input type="checkbox"/> \$800 up to 40	<input type="checkbox"/> Indoors up to 20 <input type="checkbox"/> Meet & Mingle Indoors up to 40 <input type="checkbox"/> Cancellation	\$ _____
Cozy Campfire	_____ Total	N/A	<input type="checkbox"/> \$200 up to 20 <input type="checkbox"/> \$300 up to 40  Fire type: _____	<input type="checkbox"/> Meet & Mingle Indoors up to 20 <input type="checkbox"/> Meet & Mingle Indoors up to 40	\$ _____

## PART A: WHAT THE WINERY PROVIDES

**SETTINGS:** The winery can schedule a private party on **Fridays or Sundays only**. Settings are priced for a 2-hour usage. All chairs and tables are in place as described below prior to the party start time. (Food and beverages are not included in the setting cost.) Every setting includes auxiliary tables sized appropriately for any food options. Canopies will be utilized as needed. All setting surfaces are handicap-accessible. Please use Time Extension/Add-Ons segment of form if more than 2 hours is needed. Differing amenities are described below:

The Table for 2 setting includes 2 chairs at a custom-styled table with a cloth covering, preset with cloth napkin, napkin flourish, water glass and stemless wine glass. Any food provider options apply for this setting except for buffet.

The Meet & Mingle setting intends to create a casual free-flowing crowd on their feet by providing a reduced number of chairs compared to the estimated number of guests. Guest tables are left uncovered for periodic sanitizing. Standing drink tables may be utilized. This setting is appropriate for a come-and-go format or business social. Any food provider options apply for light hors d'oeuvres, snacks or cake rather than a meal. All tableware must be disposable.

Rustic Elegance is a seated banquet with cloth table coverings. Places are preset with cloth napkin, napkin flourish, water glass and stemless wine glass. Other tableware should be made available at the food tables by the food provider. Any food provider options apply. Place cards or table assignments are recommended and facilitated. This setting is nice for a bridal shower brunch or rehearsal dinner.

A Cozy Campfire setting is perfect for casual gatherings of friends and family such as birthday parties. The fire can be in a recessed pit, a raised bin or larger open area. Firewood is provided along with fire utensils and rustic seating of straw bales and/or wooden chairs. Guests are welcome to bring their own folding chair. All tableware must be disposable.

(Part A continued)

If the winery is chosen as the food provider, the winery offers a selection of buffet-style meals, nibbler trays and cupcakes. These options are offered at a competitive price to provide the customer with a full-service experience and the ability to walk into and enjoy a prepared setting. The components of these trays and meals are described online and should be confirmed in the form below. All tableware is disposable unless otherwise specified.

If the customer chooses wine service at the party, the winery offers a variety of formats including a wine tasting, an open wine bar, or a cash wine bar. The customer may choose for the winery to serve additional non-alcoholic beverages. When beverages are served by the winery, cups, napkins, sugar, and sweetener are included appropriately.

OTHER OPTIONS: If specified, the winery can provide special tables for cakes or gifts. With the pizza/restaurant delivery option, the winery can provide disposable tableware per guest. Other special requests are subject to approval.

PERMITS: The winery will secure all permits relative to the property and business operation.

FOOD PROVIDER OPTIONS	COST
<p><b>The winery is procuring, serving and clearing all food.</b></p> <p>Buffet selection: _____            _____            _____</p> <p style="text-align: right;"> <input type="checkbox"/> \$400 up to 20 guests  <input type="checkbox"/> \$600 21-30 guests  <input type="checkbox"/> \$800 31- 40 guests         </p> <p>Nibbler Tray selections: _____            _____            _____</p> <p style="text-align: right;"> <input type="checkbox"/> \$40 x _____ =         </p> <p>Charcuterie For Two: _____            _____</p> <p style="text-align: right;"> <input type="checkbox"/> \$40         </p> <p>Cupcakes: _____ (Min. 12) <input type="checkbox"/> \$2 x _____</p> <p>Please see Part A of this agreement. Menu options are online.</p>	<p style="text-align: right;">\$ _____</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: right;">\$ _____</p> <p style="text-align: right;">\$ _____</p>
<p><b>The customer and/or other guests of the party are bringing food.</b></p> <p>Description of food: _____            _____</p> <p style="text-align: right;"> <input type="checkbox"/> \$10/bag trash fee         </p> <p>Please see Part B.</p>	<p style="text-align: right;">\$ _____</p>
<p><b>The customer is ordering pizza or restaurant delivery.</b></p> <p>Description: _____</p> <p>Time of delivery: _____</p> <p>Please see Part C.</p> <p style="text-align: right;"> <input type="checkbox"/> disposable tableware (\$1 x _____ guests)  <input type="checkbox"/> \$10/bag trash fee         </p>	<p style="text-align: right;">\$ _____</p> <p style="text-align: right;">\$ _____</p>
<p><b>No food will be served at this gathering.</b></p>	<p style="text-align: right;"> <input type="checkbox"/> \$0         </p>

BEVERAGE PROVIDER OPTIONS (Please see Part D)	COST
<p><b>Wine Tasting</b></p> <p>A <u>guided tasting</u> is a focused presentation featuring each wine with details of grapes grown and winemaking techniques. Guests are seated or gathered to hear the presentation.</p> <p>A <u>mingle pouring</u> provides brief information and minimal intrusion in a mingling crowd, allowing guests to continue chatting.</p> <p>All wine tastings consists of 1/2 ounce pours of every wine for sale on the date of the party. The number of wine-tasting guests may be different than other guest totals.</p> <p><input type="checkbox"/> Guided tasting \$5 x _____ guests =</p> <p><input type="checkbox"/> Mingle pouring \$5 x _____ guests =</p>	<p>\$ _____</p> <p>\$ _____</p>
<p><b>Open Wine Bar</b></p> <p>In an “open bar” situation, the contracted customer agrees to pay for wine consumed by the guests of their party. Wine service is provided by winery staff at a designated indoor or outdoor bar area. The customer may specify any or all of the following: a time limit, a total cost limit or a 2-drink limit per person. Guests may also be limited in consumption at the bartender’s discretion. Customer can transition from an “open bar” to a “cash bar” at a specified time. Drink tickets may be utilized. The \$40 fee covers the bar set up and its attendants. Wine cost is calculated by a tally of total glasses poured when the open bar closes.</p> <p>Time of open bar opening: _____ <input type="checkbox"/> \$40 bar set up</p> <p>Time of open bar closing: _____</p> <p>Limits: <input type="checkbox"/> Time limit <input type="checkbox"/> \$ _____ Total cost limit <input type="checkbox"/> 2 drinks/person</p> <p>Wine cost <u>estimate</u>: \$5 per glass x _____ glasses/guest x _____ guests =</p>	<p>\$ _____</p> <p>\$ _____</p>
<p><b>Cash Wine Bar</b></p> <p>In a “cash bar” situation, the contracted customer pays the \$40 set up fee but the guests are responsible for payment of their individual drinks. Wine service is provided by winery staff at a designated indoor or outdoor bar area. Guests may purchase wine by the glass or bottle. Actual cash payment can be collected from the guests at that time of service or guests can “run a tab” to be paid at the end of the event using cash or credit card. Guests may be limited in consumption at the bartender’s discretion.</p> <p>Time of cash bar opening: _____ <input type="checkbox"/> \$40 bar set up</p> <p>Time of cash bar closing: _____ <input type="checkbox"/> \$0 transition from open bar to cash bar</p>	<p>\$ _____</p>
<p><b>Signature Beverage</b> _____ _____ (\$35 min.) <input type="checkbox"/> \$7 x _____ guests =</p>	<p>\$ _____</p>
<p><b>The winery will serve the following non-alcoholic beverages:</b></p> <p>“Rustic Elegance” and “Table for Two” settings include water glass service. <input type="checkbox"/> \$0</p> <p>CHILLED BOTTLED WATER <input type="checkbox"/> \$.50 x _____ guests =</p> <p>ICED TEA LEMONADE COFFEE OTHER _____ (\$10 min. ea.) <input type="checkbox"/> \$2 x _____ guests =</p>	<p>\$ _____</p> <p>\$ _____</p>
<p><b>No alcoholic beverages will be served.</b> <input type="checkbox"/> \$0</p> <p><b>No non-alcoholic beverages will be served.</b> <input type="checkbox"/> \$0</p>	<p>\$ _____</p> <p>\$ _____</p>

TIME EXTENSIONS & ADD-ONS	COST
<p><b>The customer has arranged delivery of a cake at an earlier time.</b></p> <p>This party representative will be present when the cake vendor arrives:            _____ Phone: _____</p> <p>Date/Time of cake arrival: _____ <input type="checkbox"/> \$20 cake appointment</p>	<p>\$ _____</p>
<p><b>The customer is bringing other items at an earlier time.</b></p> <p>Items: _____</p> <p>Date/Time: _____ <input type="checkbox"/> \$20 misc. appointment</p>	<p>\$ _____</p>
<p><b>The customer is requesting an extended time allowance.</b></p> <p>All party settings are priced for a 2-hour usage. Calculate time extension costs here by estimating additional time beyond 2 hours. Please include any set up or tear down planned by the customer. Time extensions must be approved in writing prior to the party date.</p> <p>Total hours _____ minus 2 = additional hours <input type="checkbox"/> _____ x \$50/hour =</p>	<p>\$ _____</p>
<p><b>The customer is requesting an outdoor campfire added to other setting type.</b></p> <p>Fire type: _____ Start time: _____ End time: _____ <input type="checkbox"/> _____ x \$35/hour =</p>	<p>\$ _____</p>
<p><b>The winery is providing a table for a cake or gifts.</b></p> <p>If a featured cake is planned, a special table will help to focus and facilitate the cake service. A round table set with a cloth covering will include disposable plates, plastic forks, additional napkins and cake knife rental.</p> <p style="text-align: right;"><input type="checkbox"/> \$40 cake table</p> <p>A gift table will have a cloth covering and card basket rental. <input type="checkbox"/> \$20 gift table</p>	<p>\$ _____</p> <p>\$ _____</p>
<p><b>The guests will take home a stemless wine glass with a winery logo imprint.</b></p> <p style="text-align: right;"><input type="checkbox"/> \$8 x _____ guests =</p>	<p>\$ _____</p>
<p><b>Floral Decor:</b> <input type="checkbox"/> \$40 white florals in white pottery <input type="checkbox"/> \$50 other colors _____</p>	<p>\$ _____</p>
<p><b>Special Requests:</b> _____</p> <p>_____</p> <p>Any details of the party not already printed in the agreement or published online should be listed here. All special requests must be approved in writing prior to the party date. Please attach and number any additional documents necessary. (See Part E) <input type="checkbox"/> \$ TBD</p>	<p>\$ _____</p>

For parties with no alcohol service, these figures constitute a price quote when no changes are made. For parties including wine service, these figures are only an estimate until the actual wine quantity is determined. This determination will be made at the conclusion of the party, during which time the remainder of the party cost will be collected. A 7% state sales tax will be added to all products and services. An additional 1% Hamilton County food and beverage tax is added to any food or beverage provided by the winery. Gratuity is appreciated on food and beverage service but not mandatory.

**TOTAL OF ALL 4 PAGES** \$ \_\_\_\_\_  
**SALES TAX (7%)** \$ \_\_\_\_\_  
**FOOD & BEVERAGE TAX (1%)** \$ \_\_\_\_\_  
**ESTIMATE TOTAL** \$ \_\_\_\_\_  
 Date \_\_\_\_\_ **DEPOSIT** \$ \_\_\_\_\_

## **PART B: REGARDING CARRIED-IN FOOD**

When the customer carries in food, the winery kitchen is CLOSED and no equipment will be available for use directly by the customer. Food types for carry-in are restricted to cold and room-temperature snacks, such as cheese boards and cake. The customer assumes all liability for any food hazards, biological or physical, brought in or occurring during the party and releases the winery of all such liability. The option of carried-in food must be for the purpose of socializing only and not used for a business or fund-raising gathering. The customer should make sure to transport cold foods in a chilled water-tight container. The customer must bring all tableware and serving utensils necessary such as: plates, cups, napkins, utensils, cake knife, serving spoons, and tongs. All individual tableware must be disposable and made available in a sanitary fashion. A public restroom is available for handwashing. Dry paper trash may be left in the winery's bag-lined trash cans for a disposal fee of \$10 per bag. Damages to the property including excessive spills and stains may result in extra fees charged to the customer.

## **PART C: REGARDING PIZZA OR RESTAURANT DELIVERY**

When the customer orders food from a restaurant, the winery kitchen is CLOSED and no equipment will be available for use directly by the customer or restaurant delivery person. The restaurant should transport cold or hot food in a temperature-controlled manner. No chafing dishes are allowed for delivered food. Timing should be such that food is served and consumed promptly upon arrival. The customer may order food from any restaurant that delivers or uses a delivery service. This transaction will be directly between the provider and the customer and should be pre-paid with all delivery fees, taxes and gratuity included. The customer should make the winery staff aware of the delivery time. The customer or restaurant may bring disposable tableware or, as a chosen option, the winery will provide tableware for a small fee. Dry paper trash may be left in the winery's bag-lined trash cans for a disposal fee of \$10 per bag. Damages to the property including excessive spills and stains may result in extra fees charged to the customer.

## **PART D: REGARDING BEVERAGES**

All alcohol service must be conducted by winery staff. According to the winery's specific alcohol permit type, only the winery's own manufactured wine may be served on the property. Outside alcohol is prohibited by state law. Winery staff must insure that all guests served alcohol are of legal age. Paper bracelets may be utilized if appropriate. The winery reserves the right to limit, discontinue or refuse alcohol service to any guest. A guest found using an outside alcohol product will be asked to leave the premises. All guests should bear in mind it is illegal to be publicly intoxicated.

As an added service, the winery is happy to create a **signature beverage** (wine mixer) for the gathering to emphasize a color or theme. This would generally consist of a 4-ounce serving of wine mixed with sodas, flavors, fruit, etc. A minimum fee applies for this option. The signature beverage choice can be served in any wine bar or table service situation.

A selection of other non-alcoholic beverages may be requested ahead for service by the winery. No beverages are allowed for carry-in by the customer for service to guests. Personal water bottles are allowed but discouraged as they detract greatly from the beauty of a set table.

## **PART E: REGARDING SPECIAL REQUESTS**

Private parties are considered part of the normal operation of the winery. Some activities or equipment may push beyond what the winery's insurance or other authorities would consider normal operations, therefore the winery must disallow some requests for this reason. All special requests should be clearly stated in the agreement and must be approved in writing before the party date. Additional pages may be attached and noted at the end of this document.

The décor is best left to the winery staff, however, special requests can be made and items may be brought in by the customer. These items must be specified in the agreement and an appointment made if necessary for delivery. No hanging of any item is allowed unless approved and performed by winery staff. Table décor and tethered balloons are better solutions. Any candles must be flameless and battery-powered. No large mirrors, confetti, oils or potpourri are allowed. No wet, greasy or sticky substances are allowed such as bubble machines, fog machines, dance floor wax, silly string, etc. Any permanent damage created by these clearly stated situations will be considered willful damage. The winery will not be held liable for any injury, damage or loss as a result of items brought in.

All items belonging to a customer must be brought in and removed within the terms of the agreement. The winery does not guarantee the condition or safety of any items left unsupervised.

## **PART F: BOOKING, DEPOSITS, REFUNDS AND CANCELLATION POLICY**

A party date may be held with a \$20 holding fee collected from the customer to hold a specific date and time. This fee is non-refundable and holds the date for up to 10 days. If a booking follows promptly, the customer will receive \$20 credit toward the party deposit. Beyond 10 days, the winery is free to book or hold the date with a different customer. A customer may skip the holding process and proceed directly to a booking. A party booking is finalized when both the Customer and the Winery have signed this document with any attached and initialed pages. Alterations can be made within the limits of outside obligations already incurred by the winery specific to the party.

A deposit may be required when the winery is asked to incur outside costs such as food or equipment rental. The amount and time of the deposit will vary depending on the situation. The deposit will not exceed the outside costs and may be refundable within the limits of outside obligations.

Generally no damage deposit will be collected when activities are within normal operations, however the customer assumes full responsibility for the conduct of all persons in attendance of the party, and also for any damages or loss as a result of actions by those persons during or pertaining to the party. Willful and malicious damage will be fully prosecuted.

It should be understood that outdoor venues are by nature unpredictable. In the circumstance that the winery is not able to provide a service as stated, the winery will not be held responsible due to acts of God, power outages, fire, flooding, or inclement weather. No refunds or damages will be paid for disappointments that might include actions of other guests, air and road traffic, adjacent farming operations, country odors or any other situations that are out of the winery's reasonable control. The winery expects full payment when all efforts have been made in good faith. The estimated cost of any portion of requested service that was not provided due to failure on the winery's part, and not for any reasons aforementioned, will be deducted from the total charge. Any refund is limited to only the relevant portion of the party cost.

Party settings for outdoors with indoor backup may be moved indoors due to rain, wind, temperature or other reasons at the winery's discretion. When moved indoors, the party setting will be billed at the indoor price.

Party settings for outdoors with no indoor backup are subject to cancellation due to weather forecasting. The customer and the winery in communication will come to a "go or no-go" decision no later than 48 hours prior to the party time. A rescheduling of the party is most preferable. If the outdoor party cannot be rescheduled, some costs may still be forwarded to the customer or deposits may be refunded, all depending on outside obligations.

Unless otherwise noted, a 50% cancellation fee may be charged for cancellations initiated by the customer within less than 30 days of the party date. A fee of 90% of the estimated total may be charged for cancellations initiated by the customer within less than 48 hours of the party time.

## **PART G: PROPERTY ISSUES, SAFETY AND SECURITY**

Private parties at Country Moon Winery are not rentals. Winery staff will be on the premises at all times, actively hosting the event. The customer does not have access to the property or structures other than specified in the agreement.

An event planner may contract with the winery as "the Customer" using a Party Hosting Agreement for private party situations only. The planner cannot promote the party to the public, subcontract reservations or arrange transportation. Events with activities outside normal operations of the winery would require other contract and insurance considerations.

Transportation to and from the venue should be arranged on an individual basis. Limousine and shuttle services must not offer rides to persons other than their original contacts.

Children are always welcome and have the same access to the winery grounds as adults. All persons under 21 must be accompanied by a parent or guardian while in the tasting room. Small children must be supervised at all times.

No smoking is allowed within 8 feet of an entrance to any structure. Receptacles are provided on the patio for cigarette butts. Excessive littering may be considered damage.

(continued)

(Part G continued)

The winery seeks to respect the privacy of groups using the facility, but retains the authority to intervene at ANY time, especially if an unlawful or unsafe situation is suspected. Winery staff (or any concerned individual) may call for emergency medical help on behalf of a guest and such intervention in no way constitutes an admission of fault neither is it an agreement to pay for medical services. The winery has the right to refuse alcohol service to anyone. The winery may request the help of local law enforcement in asserting the winery's authority.

Unfortunately it can't go without saying, all guests should seek either a restroom or portable toilet with handwashing and refrain from using the grass or trees.

OTHER EXPRESSLY DISALLOWED: No activities involving firearms or other weapons. No paint ball. No animals other than service dogs. No carried-in firewood. No fireworks. No snowmobiles. No hot oil cookers allowed other than inside of a food truck. No overnight parking or camping.

Terms of these 7 pages plus \_\_\_ attached pages are accepted by:

_____	_____	_____
Printed Name of Customer/Contact	Signature	Date
_____	_____	_____
Printed Name of Winery Staff Member	Signature	Date

Country Moon Winery, LLC  
16222 Prairie Baptist Road  
Noblesville, IN 46060

Please email this completed form to [info@countrymoonwinery.com](mailto:info@countrymoonwinery.com)  
or call 317-773-7942 for assistance.