
SEVEN SPRINGS WINERY

Dear Madam or Sir,

Seven Springs Winery wants to ensure that your memorable event is in the hands of professional and caring coordinators. Our location is not only beautiful but also convenient. Seven Springs Winery and Vineyards sits upon a 160 breathtaking acres making a wonderful place for your celebration. The winery is less than a 10 minute drive from Camdenton and Osage Beach. Our facility also has a magnificent covered porch and a large patio area ideal for enjoying a glass of wine and admiring the beautiful view.

Seven Springs Winery provides an event coordinator who works with you closely in order to ensure your needs are met. Our facility holds up to 300 people inside and another 125 outside in our patio area. At night, the patio area lights up providing a remarkable, intimate atmosphere. In addition, our executive chef prepares a distinctive and delicious banquet menu with items ranging from hors d' oeuvres to gourmet styled meals. These meals can be customized to fit one's dietary, cultural or personal preferences as needed.

We would like to invite you to come see what makes us different. Please feel free to call ahead in order to schedule a meeting with our event coordinator. We look forward to the pleasure of hosting your special day at Seven Springs Winery.

Winery Hours

7 Days a week

11:00 a.m. until 7:00 p.m.

Sincerely,

Events Coordinator
Seven Springs Winery
846 Winery Hills Estates
Linn Creek, Missouri 65052
573-317-0100
www.sevenspringswinery.com

Services

- Event coordinator to help you plan your special event; including referrals for everything from florist to local hotels and transportation.
- Banquet chairs and tables complete with classic white linens, china, glassware, and silverware.
- Sound system for speeches, background music, and also a flat screen television for showing pictures on DVDs during your event.
- Complete setup and cleanup of tables and chairs by our event staff.
- Our event coordinator will be present on your day to ensure everything runs according to your wishes.

Seven Springs Winery schedules events everyday of the week. We also offer flexible setup times on the day of your event. Food and beverage banquet service is for four hours. Additional hours may be purchased for the flat fee of \$200.00 per hour with a mandatory extension of your chosen beverage package. Guests receive a complimentary half-hour to gather belongings and clear out the facility after the event. Complimentary non-alcoholic beverages are made available to guests during this half-hour.

To reserve a date, a payment in full is required at booking date for the reception hall. There is a non-refundable 50% payment on catering 30 days prior to your event.

Reception Area Rental Rates

Monday-Thursday reception area--\$400.00

Friday (Every wedding event)--\$1,000.00

Saturday (Every wedding event)--\$1,500.00

Sunday (Every wedding event)--\$1,000.00

Timeline

To help you with this busy time, we have included this timeline to help assist you in your planning process.

Three Months Prior—Book a planning meeting with our event coordinator to confirm all requirements.

One Month Prior—Schedule a final planning meeting with event coordinator to confirm all requirements.

Two Weeks Prior—Final guest count and menu selections are due as well as table and seating charts. An event quote will be sent at this time and must be settled no less than five working days prior to the event. Any additions added to the final invoice must be paid in full within 15 days of the event; otherwise, a 1.5% service charge will be added. *Beverage package charges will be added to the event quote unless bar is to be a host tab arrangement or running tab.* Final invoice is calculated on the final guest numbers provided two weeks prior. We can accommodate last minute increases up to 10% of final count, however, once final guest count is given we cannot accommodate decreases.

Five Days Prior—Times of all delivery for outside items must be arranged with the event coordinator.

FAQ

Is the winery open to the public during my event?

Yes, the winery is open to the public during normal business hours. We DO NOT shutdown the winery for private events.

Do you allow outside caterers?

No, we do not allow outside caterers. Our executive chef can customize our menu to meet your specific needs. We also have our own pastry chef to help you with your wedding cake.

Can you refer me to a florist?

Yes, we would be happy to refer you to our local businesses that are reputable and are familiar with our facility.

Can you refer me to an event planner?

Yes, you can contact Simply Elegant Wedding and Event's owner Stephanie Snofke. Here is her website <http://lakeozarkweddings.com/> and her cell number is 573-286-6335.

***Please note regarding entertainment: If you book a DJ or band, please make sure they provide their own equipment. We cannot supply tables or sound equipment including microphones. Our microphones are for speeches only.

The Fine Print

Thank you for choosing Seven Springs Winery for your special event. To ensure we meet your expectations, we ask for you to carefully review these pages. It, along with the event agreement, will form the full and complete contract between us.

Deposit & Contract—There is a non-refundable payment in full along with a signed contract required to reserve your event on our calendar.

Cancellations—No refunds for hall cancellations, however, you may have your 50% refund for catering with 30 days notice. Any cancellations less than 30 day period is non-refundable.

Weather & Other Conditions—Seven Springs Winery is not responsible for any act of God that may postpone your event. There will be no rain dates; all events are rain or shine.

Payments— To reserve a date, a payment in full is required at booking date for the reception hall. There is a non-refundable 50% payment on catering 30 days prior to your event. All menus and beverages must be confirmed three weeks preceding your event. All food and beverage prices are subject to 20% gratuity fee and all applicable state and local tax.

Privacy—The deli, tasting area, outdoor seating, and bathrooms will be open to our regular customers. The winery closes at 7 p.m. to our customers. Please also keep in mind that the winery may be having a live band for our guests until 6 p.m.

Food—Please note the guarantee guest count is due two weeks prior to your event date. In the event that this information is not received and confirmed, the expected number of guests will automatically be used as the guarantee number and the client will be charged accordingly. All menus must be confirmed two weeks prior to your event. Due to food ordering and staff requirements, any changes made within the two weeks prior to your event may incur additional charges. Outside sources of alcohol, wine, beer, or food may NOT be brought onto Seven Springs Winery's premises. If you do not see an item on our menu, please ask and we will do our best to accommodate you.

Tax & Gratuity—All events are subject to Missouri State sales tax and a 20% gratuity on food and beverages.

Limitations—Due to space limitations, lunch and dinner buffets are not offered in the deli/tasting areas. For some smaller events, limited appetizers may be offered buffet style.

Billing—Upon receiving the final guarantee information, an itemized invoice will be made available. The bill is figured weeks before the event and payment will be due then unless other arrangements have been made with Seven Springs Winery. A final bill will be available the day after the event if there are any additional charges, which must be paid in full within five working days. Seven Springs Winery accepts cash, all major credit cards, and checks.

Alcohol Services—A \$50.00 bar set up fee is applied to all catered events needing a service bar. Our staff considers their primary focus to be the enjoyment and safety of all our guests. Our staff monitors individual consumption and will use friendly, but firm, techniques to slow down or cease service to individuals who we believe to be at risk to themselves or others. Our staff is

quite in tune with responsible beverage service. You will provide your endorsement of our staff decisions in the event that intervention is necessary. *Please note: Beer and other alcohol are not allowed in the public areas of Seven Springs Winery. Alcohol brought into public areas (those where regular customers patron) will be confiscated by our staff.*

Price Guarantees—After the contract is complete and the deposit made the room rental and wine prices are guaranteed. We do everything possible to maintain food and bar prices, however, if market conditions dictate, Seven Springs Winery reserves the right to increase prices with 30 days notice.

Table Layout & Decorations—Our reception room is available two hours prior to your event to allow for decorating. All decorations must follow Seven Springs Winery policies. Absolutely no sticky materials, nails, pushpins, or staples will be used on any of Seven Springs Winery's interiors or exteriors. In the event that materials are used that damage Seven Springs Winery's interior or exterior, there will be a minimum charge of \$100.00 applied to your final bill. For safety purposes, candles are only permitted if they are fully enclosed or floating in water. We reserve the right to decide if your candles meet our requirements. No confetti, glitter, shredded material, birdseed, or rice is permitted inside or outside our facility. A minimum fee of \$100.00 will be applied to your final bill in the event that these materials are used. Please remove all inside and outside decorations at the end of your event. This includes items that other vendors may have set up for you. Seven Springs Winery is not responsible for items after your event and does not guarantee the security of those items.

Fees & Incidentals—White linens and napkins are provided at no additional cost.

Event Template—Notes of our event discussions become our foundations plan for the event with a written record of all the details each of us will do to make the day a success. Seven Springs Winery is not accountable for information not included in the copy of the event template initialed by both parties 14 days prior to the event. Changes after this day may result in additional fees.

Smoking Policy—Seven Springs Winery is a smoke-free facility. Smoking is allowed only in the designated outside areas. Failure to comply by all attendees at your event will result in a minimum charge of \$250.00.

Personal Effects—Although we endeavor to safeguard your personal property, we assume no responsibility or liability.

Contractual Liability—Performance of this agreement and any event referenced by this agreement is contingent upon the ability of Seven Springs Winery to complete its duties. Seven Springs Winery will not be responsible for any acts instigated by other acts of God including weather, which shall impede its ability to perform hereunder. In the event of litigation, each party agrees to be responsible for their respective attorney fees.

Responsibility for Injury or Damage—The guest agrees to hold harmless employees and owners of Seven Springs Winery from any actions which may arise due to claims of damage, injury, or death sustained by any guest if such results are caused by the negligence of the guests or participants.

Proof of Insurance—A homeowners or renter policy naming Seven Springs Winery as additional insured for the event must be provided no more than 30 days before the event. Persons signing the contract must be the one providing the insurance. Liability in the amount of \$1,000,000 must be provided for the day of the event. This certificate is usually provided free or for a small charge from your insurance company.

Miscellaneous—Seven Springs Winery is not responsible for storage or holding of items for your event. Seven Springs Winery does not store items overnight, including extra cake, nor do we accept any responsibility for items left over night in function space.

Seven Springs Winery Event Menu (Example)

Your cocktail reception includes:

Your choice of FIVE of the following hors d' oeuvres

Ahi lollipops with wasabi cream
Crab & brie quesadilla
Creamed spinach & artichoke on a crustini
Buffalo Mozzarella & grape tomato skewer with basil oil drizzle
Prosciutto wrapped melon
Beef & herb boursin on toast points
Cranberry & curried chic salad on a European cucumber slice
Herb & honey crusted shrimp skewers

Your three-course dinner includes:

*Fresh baked breads and herbed butter

Salad Course:

Mixed baby greens with mandarin oranges, dried cranberries,
toasted almond & our Spring Fling vinaigrette

Choose TWO of the following entrees:

Beef tenderloin with our Norton & roasted shallot demi-glace
Cedar roasted salmon with our blueberry balsamic reduction
Panko & herb crusted chicken breast with a sherry mushroom cream sauce

Dessert:

Cheese Cake

Customized menu available upon request.

All menu selections and final guest count are to be confirmed no later than 14 days in advance.

Catering/Reception Pricing

(Estimated values based on a Saturday night reception)

For up to 75 Guests For up to 150 Guests

Facility rental	\$1,500.00	\$1,500.00
Catering	\$3,675.00	\$7,350.00
Cake plated & served	\$ 150.00	\$ 300.00
Tables, chairs, & linens	<u>\$ 350.00</u>	<u>\$ 700.00</u>
Estimated Total	\$5, 675.00	\$9, 850.00

These packages do not reflect applicable taxes and 20% gratuities.

Beverage Pricing Per Drink

Premium brands.....	\$6.00
Champagne.....	\$5.00
Seven Springs wine.....	\$4.00
Domestic beer.....	\$3.50
Soda.....	\$2.00
Bottled water.....	\$2.00
 16 gallon keg of beer.....	 \$325.00

All prices subject to a 20% service charge and applicable fees.

Open bar can be purchased at the about drink and wine prices. Wine can be purchased by the case with a 15% discount off of the current retail prices.

I, _____, hereby agree and understand Seven Springs Winery's policies mentioned above. By signing this document, I have now entered into a contractual agreement with Seven Springs Winery.

Print Name _____

Date _____