
SEVEN SPRINGS WINERY

Congratulations and best wishes!

Dear Bride and Groom,

Congratulations on your engagement! The time ahead is filled with the excitement of planning your wedding. Seven Springs Winery wants to ensure that your memorable day 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 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 200 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

Open daily from 11:00 a.m.

Sincerely,
Patti Reed
Event Coordinator

Seven Springs Winery
846 Winery Hills Estates
Linn Creek, Missouri 65052
Mailing address: P.O. Box 7, Osage Beach, Mo. 65065
573-317-0100

www.sevenspringswinery.com

Info@sevenspringswinery.com

Why choose Seven Springs Winery?

Seven Springs Winery is a full service facility. We can supply or recommend all of the extras you need for your wedding to be a success. This venue provides a certified bridal/event coordinator . You and up to six people can taste your menu choices and view your presentation to ensure the best meal for your wedding.

We do not require a cleaning deposit; we provide a cleaning service for you. We also want you and your wedding party to be safe on your wedding night, which is why we include our shuttle service for Saturday and Sunday weddings for the bridal party to be escorted to your hotel for no additional cost.

Lastly, many of the Lake's finest vendors offer discounts to Seven Spring's couples simply for getting married with us.

Wedding Information

Seven Springs Winery offers rehearsal dinners, receptions, small indoor wedding ceremonies and outdoor wedding ceremonies. Pricing available upon request.

Services

- Event coordinator to help you plan your special day; including referrals for everything from florist to local hotels and transportation.
- Banquet chairs and tables complete with china, glassware, and silverware. (Classic white linens are available for rental.)
- Sound system for speeches, background music, and also a flat screen television for showing pictures on DVDs during your cocktail reception.
- 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...it is your special day after all!

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 \$250.00 per hour. 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 \$500.00 non-refundable deposit is required at booking date for the reception hall. There is a non-refundable 50% payment on catering 30 days prior to your event.

Ceremony Gazebo Rental Rates

(The Gazebo is located in the vineyard, with alternate parking located across from the gazebo.)

Flat Rate--\$300.00

Boutique Weddings

For weddings of 20 people or less, you will have use of the gazebo for your ceremony. We will provide the officiant. You will receive a bottle of our Muscato Sparkling wine for your wedding toast.

Flat Rate--\$300.00

Reception Area Rental Rates For 4 Hour Blocks

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

Holiday Weekend (Every wedding event)---\$2,500.00

Additional hours may be purchased.

The winery can be closed to the public for \$750.00 per hour closed.

Wedding 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 ceremony?

Yes, the winery is open to the public during normal business hours. We DO NOT shutdown the winery for private events, unless prior rental agreements are made.

Do you allow outside caterers?

No, we do not allow outside caterers. Our chef can customize our menu to meet your specific needs. We do allow your choice of outside baker to bring the wedding cake in.

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 a minister/priest/justice of the peace?

Yes, we can refer you to several people of the cloth regardless of one's denomination. We can officiate your ceremony for a \$150.00 charge in additional to the rental fees.

Can you refer me to a wedding planner?

No Need! We provide a certified wedding planner for you.

***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 day. 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 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 days prior are 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, \$500.00 non-refundable deposit 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 18% 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 hours are seasonal. 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 an 18% 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 may be 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—The reception room is available four 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. All decoration and material are to be approved by the event coordinator prior to your event.

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. Seven Springs Winery will NOT tolerate any altercations, verbal disputes or physical attacks among wedding party participants or guests. Should any altercation occur during the event, management has the right to terminate said event and entire party will be ejected from the property. Any monies paid will be forfeited.

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 wedding cake stands, extra cake, cake knife/server, gifts, etc. Seven Springs Winery does not store items overnight, including extra cake, nor do we accept any responsibility for items left over.

Hors D'oeuvres

Appetizers are served buffet style. Passed hors d'oeuvres are an additional \$50.00 per tray.
(\$150.00 per tray, quantity listed.) Add dipping oil w/ crustinis, \$55.00 (Qty. 100)

Crab Rangoon~

Succulent morsels of crabmeat blended with cream cheese. (Qty. 100)

Meatballs~

Your style choices: barbeque or Swedish (Qty. 150)

Toasted ravioli~

Filled with beef & herbs, accompanied by marinara sauce (Qty. 150)

Bruschetta 3 way~ (Your choice)

Bruschetta pomodora, Mediterranean bruschetta, Shrimp bruschetta (Qty: 200)

Pomodora- Parmesan, tomato & basil topping.

Mediterranean- Parmesan, black olive, cucumber.

Shrimp- Parmesan, shrimp & tomato.

Veggie and dip tray~ (Qty: 150 carrots, 150 broccolis, 75 cherry tomatoes, 150 celery, 100 cauliflowers. Served with ranch or Italian dip.)

Shrimp Cocktail~

Jumbo Shrimp w/ cocktail sauce. (Qty. 100)

Hot Wings~

Chicken wings tossed in a zesty blend of hot sauce. (Qty. 150)

Lil' Smokies~

(Qty. 200)

Chicken Salad or Cold Spinach Dip~

Two pounds of your choice.

Turkey Pinwheels~

Smoked turkey, artichoke hearts, red pepper, greens, onion and olive tapenade rolled into a whole wheat tortilla and sliced. (Qty. 150)

Cheese tray~

Your choice of Monterey-jack, pepper-jack or cheddar. (Qty: 5 lbs.)

Stuffed Mushrooms~

Button mushrooms stuffed with your choice or crab or bleu cheese. (Qty. 100)

Pasta salad~

Tri-color rigatoni, tossed in sundried tomato vinaigrette. (Qty: 2 lbs.)

Meat & Cheese tray~

Sliced summer sausage with mild cheddar, served with crackers. (Qty: 100 slices of summer sausage, cheddar and crackers.)

Mozzarella Basil topped tomatoes~

Sliced beef steak tomatoes topped w/ fresh mozzarella & basil, then drizzled with extra virgin olive oil. (Small tray)

Antipasto platter~

Kalamata olives, pepperoncinis, roasted red peppers and marinated asparagus.
(Large Tray)

Seasonal Fruit platter~

Fresh seasonal fruit, fruit and quantity will vary with season.

Main Entrees

All meals include rolls and butter

Twin Lobster Tails w/ Drawn Butter	Market
Two 6 oz. Lobster tail, baked with Traminette wine and butter.	
Grilled Salmon w/ Mustard Cream Sauce	19
8 oz. north Atlantic salmon, flame roasted and topped with mustard cream sauce.	
Grilled Swordfish w/ Mango Salsa	21
8 oz. grilled swordfish marinated in citrus marinade, served mango salsa.	
Shrimp Scampi	18
Fettuccini noodles and fresh shrimp, tossed in garlic cream sauce.	
Parker House Cod	18
6 oz. cod encrusted w/ red pepper cream sauce.	
Filet Mignon	
6 oz. filet grilled to perfection with a Norton demi-glace.	23
8 oz. filet grilled to perfection with a Norton demi-glace.	28
Prime Rib w/ Horseradish Cream	21
Fresh, roasted prime rib served with Anjou and horseradish sauce We recommend serving this medium rare for plated dinners or cooked to temperature at a carving station.	
<small>**An additional charge of \$3.00 per plate will be applied for made to order temperatures.</small>	
Kansas City Strip	21
10 oz. aged, char grilled steak served with herb butter All plates will be served the same temperature.	
<small>**An additional charge of \$3.00 per plate will be applied for made to order temperatures.</small>	
Chicken Saltimbocca	18
6 oz. chicken breast, sautéed, w/ prosciutto, spinach, mozzarella topped with a spring fling lemon cream sauce.	
Monterey Chicken	17
6 oz chicken breast with mushrooms, tomatoes and Monterey-jack cheese.	
Lemon Chicken	17
6 oz breaded chicken breast, sautéed and topped with a lemon cream sauce.	

Honey Glazed Stuffed Chicken	17
6 oz Chicken breast stuffed with boursin cheese, wrapped in bacon, and drizzled with honey.	
Chicken Marsala	17
Chicken breast marinated in spring fling with sliced, fresh mushrooms in a light lemon reduction and herbs wine sauce.	
Fettuccini Alfredo	17
Tossed in a roasted red pepper and basil alfredo sauce. We recommend serving this with a Caesar salad, bread sticks and a choice of a vegetable or soup.	
Rigatoni Bolognese	17
Rigatoni noodles in a meaty marinara.	
Smoked Pork Tenderloin	17
Smoked and glazed in spicy sweet raspberry sauce	
Smoked Bone in Pork Chop	17
10 oz. pork chop smoked and grilled to perfection Can be served with barbeque sauce or grilled peaches.	

Choice of Starch

- Whole roasted new potatoes in a lemon thyme butter sauce
- Traditional baked potato served with butter and sour cream
- Creamy garlic and herb mashed potatoes, mashed red potatoes or horseradish mashed potatoes
- Blended four cheese macaroni
- Toasted almond rice pilaf
- Orzo pasta seasoned to compliment entree

Choice of Vegetable

- Garden Blend vegetables (yellow squash , zucchini, and sweet red bell pepper).
- Green beans w/ almonds and roasted red pepper
- Sweet kernel corn with butter sauce.
- Asparagus (Add \$1.00 per person)
- Broccoli and cauliflower served in a mild cheese sauce
- Baby carrots in an amaretto glaze

Choices for salads or soups (\$2.95 per person--optional):

- Spring mix salad—fresh field of greens
- Caesar salad—parmesan and garlic croutons

- Traditional garden salad—iceberg lettuce with shredded cheese
- Salad dressings—Blueberry vinaigrette, ranch, light Italian, and poppy seed

***Rolls will be provided in baskets on the tables (Included in Meal Price)
 ***Tea and coffee table (\$60.00--optional)

****Menu selections & final guest count to be confirmed no later than 14 days in advance.**

****Chair linens and sashes are an additional \$5.50 per chair.**

****These packages do not reflect applicable taxes and 18% gratuities.**

Beverage Pricing

Premium brands.....	\$6.00
Champagne.....	\$7.00
Seven Springs wine.....	\$7.00
Domestic beer.....	\$3.50
Soda.....	\$2.00
Bottled water.....	\$2.00
Champagne Toast.....	\$18.00 (per bottle)
16 gallon keg of beer.....	\$245.00
Keg of Sparkling Sangria.....	\$245.00

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

Shuttle Bus Service

One complimentary shuttle ride for up to 14 members of the bridal party. The shuttle is included for Saturday and Sunday winery events only. The shuttle bus, which holds 14 people, is also available for rental at \$15 per person. The shuttle is not included for pavilion or during the week events.

 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 _____

WEDDING RECEPTION INVOICE	NUMBER OF GUESTS OR NUMBER OF ITEMS	COST BASED UPON DESIRED OPTIONS
Facility Rental – 4 hour pricing. Monday-Thursday \$400.00, Friday & Sunday \$1,000.00, Saturday \$1,500.00 Holiday Weekend \$2,500.00. Close the winery to the public \$750.00 per hour closed. Includes event planner and dinner tasting for up to six people.		\$
Gazebo Rental – Flat Rate \$300.00	\$300.00	\$
Officiate Ceremony \$150.00	\$150.00	\$
Seating in Vineyard over 100 chairs	\$5.00 per chair	\$
Boutique Wedding (less than 20 people)	\$300.00	\$
Small Group in Banquet Room	\$200.00	\$
Rental of Covered Patio	\$1000.00	\$
Rental of Lower Patio	\$1500.00	\$
Additional Facility Rental Hours per hour	\$250.00	\$
Appetizer Tray(s) per tray	\$150.00	\$
Passed Hors D’oeuvres per tray, additional	\$50.00	\$
Main Entrée (s)		\$
Salad or Soup per person	\$2.95	\$
Tea and Coffee Table	\$60.00	\$
Served Wedding Cake, cake not provided	\$1.50 per person	\$
Chocolate Fountain \$4.00 per person (minimum \$300.00)	\$4.00	\$
Table and Napkin Linens, White Per Table	\$12.00	\$
Table Overlays per table black satin	\$15.00	\$

Chair Covers per chair. (white)	\$4.00	\$
Chair Sashes per chair.	\$1.50	\$
Use of Seven Springs Winery's Centerpieces	\$5.00 per centerpiece	\$
Bar Set Up Fee	\$50.00	\$
Keg of Sangria	\$245.00	\$
Keg of Beer	\$245.00	\$
Champagne Toast per bottle (serves six people)	\$18.00	\$
Case of Wine (12 bottles) 15% off case		\$
Open Bar Premium Alc. \$6.00 per drink or \$14.00 per person for 1st hour, \$12 per person for 2 nd hour, \$10 per person for 3 rd hour.		\$
Extra Shuttle Bus Rental \$200.00 per run		\$
Free soda for guests \$75.00	\$75.00	\$
Fireworks Display (10min Finale)	\$635.00	\$
Total		\$
Gratuuity (For all items except: hall rental, linens, and bar setup)	18%	\$
Taxes	5.475%	\$
	Sub Total	\$
	-Deposit	\$
Remaining Estimated Balance		\$

Checklist

In Order to Book a Date

- Sign and return contract with down payment
- Read cancellation policy
- Read catering policy
- Understand the 18% gratuity and Missouri tax policies
- Read billing policy
- Read smoking policy and understand the fines
- Understand the alcohol bar set up fee
- Provided proof of home owner's insurance
- Understand damage to interior/exterior fines
- Understand the fee for extending the reception hours past four hours
- Read our personal effects, damage, and injury policies

Three Months Prior

- Book a planning meeting with our event coordinator to confirm all requirements.
- Optional--decide on color of sash for chair linens.

One Month Prior

- Schedule a final planning meeting with event coordinator to confirm all requirements.
- Payment for 50% of the catering is due.
- Credit card on file for any incidentals that may occur on the day of your event.

Two Weeks Prior

- Designate a person in charge of billing the day of the event
- Designate a person to be in charge of removing decorations, gifts, cake toppers, personal items, etc.
- Final guest count
- Menu selections due
- Alcohol selections due
- Table and seating charts due
- Receive an event quote (payment due no less than five days prior to event)
- Schedule shuttle bus arrangements
- All fees paid in full or 1.5% service charge will be added for late payments

Five Days Prior

- Times of all delivery for outside items must be arranged with the event coordinator.
- Please leave information regarding who has the authority to make decisions for you in case of an emergency or time delays.

After Your Event

- Check to see if you will incur additional charges on your credit card for damages.