

The Vine & Oak Event Form

1. *Event Details*

- **Event Type:** ☐ Private ☐ Semi-Private
- **Event Date:** _____
- **Event Time:** From _____ to _____
- **Expected Guest Count:** _____

2. *Rental Fees*

2.1 Private Event Rental Rates

Rental fees vary by day of week as follows:

Day of Week	Base Rental Fee	Minimum Total Event Spend
Tuesday	\$500	\$1,500
Wednesday	\$500	\$1,750
Thursday	\$500	\$2,000
Friday	\$1000	\$2,250
Saturday	\$1000	\$2,500

***Note:** The *Minimum Total Event Spend* includes all rental fees, bar spend, and catering costs combined.

2.2 Semi-Private Event Rates

- Semi-private events (non-exclusive use of the space): **\$150 flat rental fee**
- Minimum totals spent: **\$1,000**
- Semi-private events are only available **Tuesday–Thursday**. (If a special weekend Friday or Saturday request is needed for a semi-private event, please contact the V&O directly to set up a meeting and discuss what options might be available).

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3. *Per-Guest Pricing*

- **Base per guest cost:** \$25 per guest (includes standard bar service and staff)
- **Add-ons:**
 - Premium wine or cocktail upgrade: +\$10 per guest
 - Sharable Charcuterie or Charcuterie Cups: +\$15–\$30 per guest
 - Optional: Outside Catering options

4. *Bar Options*

Clients may select from the following:

4.1 Open Bar with Cap

- Client sets a maximum spending limit for bar service (“Bar Cap”).
- Once the limit is reached, guests may pay individually for additional drinks.
- Bar Cap Amount: \$ _____

4.2 Unlimited Open Bar

- Client covers all drink costs during the event.
- Estimated per-person open bar cost: \$50–\$90 depending on selection.

4.3 Cash Bar

- Guests pay individually for their drinks.
- No bar minimum required.

5. *Catering Options*

Catering is available through approved partner restaurants. The Venue will assist in coordination.

- **Available Options:**
 - Light appetizers
 - Full buffet

Client may also coordinate directly with a preferred caterer, subject to Venue approval and any applicable service fees.

6. *Payment Terms*

- **Deposit:** 50% of the estimated total is due upon signing this Agreement to secure the date.

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- **Final Payment:** Due no later than 7 days prior to the event.
- **Security Deposit:** A refundable \$250 security deposit is required for any private event.

7. *Cancellation Policy*

- Cancellations made **30+ days** prior: Full refund minus \$100 processing fee.
- Cancellations made **15–29 days** prior: 50% of deposit refunded.
- Cancellations made **<15 days** prior: Deposit is non-refundable.

8. *Damages & Conduct*

Client is responsible for any damage caused by guests or vendors. The Venue reserves the right to remove any guest engaging in disruptive or unsafe behavior.

9. *Additional Terms*

- All guests must be **21+ years of age** for alcohol service.
- Decorations must be approved by Venue management.
- Outside alcohol is **not permitted**.
- Music and entertainment are subject to local noise ordinances.

10. *Agreement & Signatures*

Client Name : _____

Client Signature : _____ Date : _____

Venue Représentative : _____

Signature : _____ Date : _____