

La Vina Winery is available for a facilities fee of \$250 per hour. Price includes tables (10 – 6' rounds/20-4' rounds) and chairs (white folding chairs) for 150 people. Table coverings are not provided. All set-up and cleanup are the responsibility of the renter.

There are no charges for set-up time, provided this occurs during our normal business day, which is 8 - 5 p.m. The tasting room will be open to renters 30 minutes prior to the event's start time. All events must end by midnight, when the front gate is locked. Any portion of an hour is charged the full rate. Any necessary tear-down after midnight or after the event is concluded may be done the following day. Saturday evening event clean-up must be completed by noon Sunday, with the exception of tent/party rental items.

Prices include tables (10 – 6' rounds/20-4' rounds) and chairs (white folding chairs) for 150 people. Table coverings are not provided. Set-up and clean-up are the renter's responsibility. No trash receptacles or liners are provided. Please provide ashtrays for your smoking guests. All trash/waste must be removed from the property. Small items with paper wrapping (eg Kisses) and paper flowers are discouraged.

La Viña's license does not permit any other alcoholic beverages. The only alcoholic beverages that may be served are from La Viña. No outside alcoholic beverages may be brought onto the premise. A deposit of \$500 will reserve your date and be used as a refundable cleaning deposit, provided the grounds are cleaned and no additional hourly fees are due. This deposit is non-refundable, 30 days prior to the event. Estimated total charges to La Viña are due the day prior to the event. Any damages to La Viña winery due to guests, contractors or other outside party are the responsibility of the renter and may result in the retention of the deposit.

Any caterer may be used, provided that they have insurance coverage.

Functions with over 100 in attendance require security.

Wine service is optional. Servers must be requested/compensated separately, if the caterer does not provide them.

575-882-7632

[www.lavinawinery.com](http://www.lavinawinery.com)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #'S \_\_\_\_\_

DATE/TYPE OF FUNCTION: \_\_\_\_\_

TIME OF FUNCTION BEG/END: \_\_\_\_\_

The tasting room will be open 30 minutes prior to the start time of the event for bridal party or other guest use.

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_

(OVER 100 GUESTS REQUIRE SECURITY)

There are no charges for set-up time, provided this occurs during our normal business day, which is 8 - 5 p.m. Mon – Sat, and Noon – 5 p.m. on Sunday. Saturday evening event clean-up must be completed by Sunday noon, with the exception of tent and party rental pick-up.

CATERER: \_\_\_\_\_

Any caterer may be used, provided that they have insurance coverage.

DO YOU WISH TO SERVE WINE? \_\_\_\_\_ The only alcoholic beverages that may be served are from La Viña . No outside alcoholic beverages may be brought onto the premise. Wine service is optional. Servers must be requested/compensated separately, if the caterer does not provide them.

ESTIMATED CHARGES \$250 PER HOUR \_\_\_\_\_

All events must end by midnight or when the front gate is locked. Any portion of an hour is charged the full rate. Prices include tables (10 – 6' rounds/20-4' rounds) and chairs (white folding chairs) for 150 people. Table coverings are not provided. Set-up and clean-up is the renters' responsibility.

**\$500 DEPOSIT REQUIRED TO RESERVED DATE & CONFIRM CLEAN UP**

A deposit of \$500 will reserve your date. This deposit is non-refundable, 30 days prior to the event, and will be refunded, provided the grounds are cleaned and no additional hourly fees are due. Estimated total charges to La Viña are due the day of the event. Any damages to La Viña winery due to guests, contractors or other outside party are the responsibility of the renter and may result in the retention of the deposit.

SIGNATURE OF RESPONSIBLE PARTY \_\_\_\_\_

Type Payment \_\_\_\_\_ Date \_\_\_\_\_