

## **OSWEGO HILLS WINERY FACILITY RENTAL POLICIES**

### **EVENT TIMES AND SET-UP POLICY:**

The facility is available for rental between the hours of 2:00 pm and 10:00 pm. Set up for events may not begin before 12:00 pm the actual day of the event. All events must conclude at 10:00 pm, and an overtime fee of \$250.00 per hour will be assessed if the premises are not vacated by this time. Overtime charges begin on the quarter hour. Live music or sound systems shall cease @10.00 pm to comply with city noise ordinances and alcohol service shall stop 1 hour before the event conclusion.

### **ALCOHOL BEVERAGES:**

**NO** alcoholic beverages other than Oswego Hills wines may be served on premises. The lessee may supply sparkling wine/Champagne from an outside source. A \$5.00 per bottle corkage fee will apply. All alcohol servers shall be licensed by, and comply with, OLCC rules and regulations. Should minors be found in possession of alcohol, all alcohol service will cease for the remainder of the event. Any additional alcoholic beverages that are brought on the premises will be confiscated. In the event that guests are seen consuming alcoholic beverages other than that which is agreed upon, we reserve the right to terminate your event. Non-alcoholic beverage service is encouraged, but is the responsibility of the caterer.

### **SECURITY DEPOSIT:**

A \$300.00 security deposit fee shall be included as part of the event booking deposit. Broken or missing Oswego Hills Winery glasses are subject to a \$5.00 per glass replacement fee.

### **EVENT MANAGEMENT:**

Events will be staffed by employees of Oswego Hills Winery preferred catering only. These individuals are responsible for obtaining OLCC licenses and Oregon Food Handlers' permits. They are required to follow OLCC rules and regulations concerning alcohol service to any individual, and/or to terminate an event if such actions are deemed appropriate. Oswego Hills Winery has preferred service providers for event hosting and management. If you wish to use an additional provider, they must be approved and qualified by Oswego Hills Winery prior to signing an event contract.

### **CAPACITY:**

The main winery will accommodate up to 100 guests for a standing reception. The maximum for indoor banquet seating is 50. The upstairs loft of the winery has not been completed and is not ready for commercial use. Outside events will accommodate up to 400 guests with parking for 200 cars. Oswego Hills Winery will assume no responsibility for rain plans and specifically does not provide for refunds and/or "rain checks" in the event of inclement weather.

### **FACILITY FEE AND CANCELLATION POLICY:**

Facility fees are negotiated on a per event basis. Please contact our hospitality coordinators to discuss pricing and availability. A 50% *non-refundable* deposit plus a signed facility rental and catering agreement is required before a requested date can be reserved. The final balance of the facility rental fee is due the day of the event. In the event of a cancellation, the winery will retain the full deposit amount. Should the facility be re-booked, all deposits will be returned in full. Oswego Hills Winery reserves the right to refuse service or to terminate an event at any time.

### **BILLING OF WINES CONSUMED:**

Final billing will be assessed on partial or full bottles of wine consumed. You will receive a bill for wines consumed at the end of the event. A credit card number or check is required.

### **PREFERRED SERVICE PROVIDERS:**

Oswego Hills Winery has preferred service providers for event hosting and management. If you wish to use an additional provider, they must be approved and qualified by Oswego Hills Winery prior to signing an event contract.

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### **PROOF OF INSURANCE:**

A liability insurance policy naming the holder as well as Oswego Hills Winery as an additional insured shall be presented at the start of the event. This policy shall be for the amount of \$1 million dollars. The policy will be in effect from the beginning of the event until everyone has vacated the premises.

The main winery and outside lawn with a covered 40 ft by 40 ft crush pad are currently the only areas available for rental on a consistent basis. Additional areas of the property may be made available (for an additional cost) at specific times of the year only when prior written approval of the owner of Oswego Hills Winery has been obtained. Additional fees for use of the excepted area of the property will be assessed on a case-by-case basis, and agreed upon in writing before contract signing and receipt of deposit. By signing the facility rental agreement, the client acknowledges that Oswego Hills Winery is first and foremost a wine production facility, and that use of areas in the winery are strictly regulated

### **Facility fees include the use of the following items:**

**INDOOR:** Fees are negotiated on a per case basis  
Contact our hospitality coordinators for pricing and availability  
Oswego Hills wine glasses based on guest count for groups less than 100 people  
10 - 6 ft banquet tables  
Seating for up to 50 guests

**OUTDOOR:** Contact hospitality coordinators for pricing and availability  
Oswego Hills wine glasses based on guest count for groups less than 100 people  
10 – 6 ft banquet tables  
Covered 40 ft by 40 ft crush pad  
Covered 20 ft by 30 ft hospitality area  
Large lawn area adjacent to main winery

Equipment rental and catering will be handled separately.

### **CONTACT: Hospitality Coordinators**

Derek Lawrence      450 Rosemont Rd  
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                                 (503) 655-2599

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