



## MEETING CONTRACT

DATE OF FUNCTION: \_\_\_\_\_

TIME \_\_\_\_\_ HALF DAY or FULL DAY

(\*meeting space only applies for Monday – Friday 8:00 am – 5:00 pm)

APPROXIMATE NUMBER OF GUESTS \_\_\_\_\_

MENU OPTION CHOSEN (or N/A) \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

The above reservation will be held on a tentative basis only pending receipt of a signed copy of this contract with the required non-refundable deposit of \$50.00.

The balance owing on the function is required at the conclusion of the event. Bill out privileges must be approved by management, prior to the date of your private event.

A projector and screen are available for a \$25 rental rate. Please contact the event coordinator to make arrangements to have set up for the date of your meeting. High-speed internet is also available at no additional cost.

A guaranteed number of guests is required ONE WEEK prior to the event. No cancellations will be allowed after this final guarantee is turned into the caterer. This guarantee will be the guest count used to figure total due to James Arthur Vineyards. Any dietary restrictions or considerations must be made known one week prior to the event. We are happy to discuss suitable alternatives in regards to special dietary restrictions.

James Arthur Vineyards is obligated to uphold and administer the Liquor Laws of the state of Nebraska with regards to the dispensing of alcoholic beverages. As such, James Arthur Vineyards reserves the right to refuse service any person that appears to be intoxicated. In accordance with state law, the only alcoholic beverage allowed to be served is wine produced by James Arthur Vineyards.

All food supplied must be catered by James Arthur Vineyards, unless a agreement has been reached prior to the date of the event. No home-made food, in any form can be brought onto the winery premises.

There is no smoking in the winery or on any decks or gazebos. Smoking is only allowed at the north end of the walk way nearest the parking lot.

If you wish to decorate the room, please discuss your ideas with the event coordinator before the event. Tacks, nails, tape and adhesive are not permitted on any walls, doors or tables. Any decorations and entertainment must have prior approval of management prior to the event. James Arthur Vineyards shall not be liable or responsible for any loss or damages to any articles or belongings of the client or his/her guests.

The client agrees to the pay for all expenses of this function in regard to food order and beverages consumed. Any damage to any part of James Arthur Vineyards premises or equipment which is caused by any person attending the event, will be the responsibility of the undersigned.

The client further understands that the \$50.00 deposit returned with this contract is nonrefundable.

Client Signature \_\_\_\_\_ Date Signed \_\_\_\_\_