

Thank you for considering Rockside Winery to host your private event! A party, meeting, or casual get-together at Rockside is special, unique, and fun!

The following information describes our services, charges, and general information for private events. If you need more information or are ready to book your event, please send an e-mail to taylor@rocksidewinery.com with the details of your request, or phone us at 740-687-4414.

When you schedule your event, you will be working with Taylor Clarke, Rockside's Tasting Room Manager. Taylor will help you through the details of planning the event, understanding all the fees, and coordinating with other services. This is a free service that is included in your event fees.

What kinds of events can Rockside Winery host?

We can host all kinds of events including:

- ❖ *Weddings, receptions, and rehearsal dinners*
- ❖ *Business Meetings & Team Building Sessions*
- ❖ *Baby and Bridal Showers*
- ❖ *Birthdays*
- ❖ *Anniversaries*
- ❖ *College Graduations*
- ❖ *Retirement Parties*
- ❖ *Fund Raisers*

Weddings are unique events that may require more planning. Please let us know if you need more information for wedding planning.

Fundraisers and charity events

Rockside loves to provide a unique option for organizations looking for a great way to raise money for their cause. Fundraisers are most successful when tickets are sold to cover the costs of the event. We have some great experience helping to plan fundraising events, just ask us for some ideas.

How many people can you accommodate?

The tasting room can handle approximately 40 people seated, 50 to 60 if not everyone needs to be seated and depending on the outside area being available. Larger groups can be accommodated by setting up a tent outside the winery. If you have a larger party, ask us for more details on tent rental and setup.

Can we bring in Decorations?

You are welcome to bring in your own decorations, but please remember that the winery spaces may not be available before your reservation time to begin decorating. Please plan on set up and cleanup time as a part of your reservation. If you are here when the winery is open, we ask that you keep any decorations to a minimum. Decorations must not do any damage to walls or other surfaces, and you are responsible for removing any decorations as a part of cleanup. ***Please NO table-top sprinkles, sparkles, or confetti, no tape on walls, and no nails or other items that make holes in the walls.***

Are there Other Beverage Options besides wine?

Rockside has draft and bottled beer, bourbon, soft drinks, and water available. ***No alcohol is permitted to be brought in from outside the facility.*** Ohio law makes it impossible for us to allow any alcohol to be brought from outside.

Do you have Audio Visual Equipment available?

The winery features a full audio-visual system with a large screen TV. We offer the ability to play music from a CD or portable music player, to play DVD's, and to connect a PC and present a slide show or picture album.

Where do we Park?

The winery has a large parking space with expanded space available on our lawn.

When is the winery available for events?

Normal hours at the winery are:

- **Tuesday through Thursday from 1:00-7:00pm**
- **Friday and Saturday from 1-9:00pm**
- **Sunday from 1-5:00pm**

Most private events will be scheduled around our open hours, either before the winery opens or after it is closed. It may be possible to provide access to the Tasting Room for small groups on some weekdays during normal operating hours, usually parties of about 10 or less.

With sufficient notice, usually at least 60 days, we can close the winery on a Friday evening after 5:00pm or anytime on a Sunday.

What are your Facility Rental Fees?

Facility Fees are charged for the rental and usage of Rockside Winery's facilities. This includes time for set-up and clean-up. Fees are charged by-the-hour in 1-hour increments.

- **Any time outside of normal operating hours:** Before open or after close, the fees is \$150 per hour with a two-hour minimum.
- **Fridays (after 5:00pm):** \$275 per hour with a minimum charge of \$1200 total. Hourly charges will be incurred from the start time of the event until normal closing time, even if the event ends before that time. After normal closing time the off hours charge of \$150 will apply. Facility rental, wine, and food apply to minimums, gratuity and tax do not.
- **Sundays any time:** \$200 per hour with a minimum charge of \$800 total. Hourly charges will be incurred from the start time of the event until normal closing time, even if the event ends before that time. After normal closing time the off hours charge of \$150 will apply. Facility rental, wine, and food apply to minimums, gratuity and tax do not.

What drink service is available?

At Rockside Winery we offer a variety of wonderful wines and beers. Both wine and beer is available by the glass and by the bottle.

- Our staff can lead an informative and entertaining "formal" wine tasting demonstration that includes instruction on how to taste and appreciate wine. This usually works best with a relatively small group, 20 or less, that can be seated during the tasting.
- Wine tastings may also be done informally. We setup a tasting station at the bar, guests are provided with a list of the wines to be tasted and will come to the bar as they are ready for each tasting.
- We can also pour wine for guests by the glass, but we will charge for open bottles. This is generally much less expensive than paying by the glass. We will pour glasses and keep track of opened bottles. At the end of the evening, we will add up the total bottle cost and add it to the total for the event. The host may put a dollar or bottle limit if desired, and we can inform them when the open bottles are getting close to that limit. We generally suggest that the host pick four or five wines to make available for by the glass service.

Drink service costs are:

- Wine tasting is \$1.00 per person per taste. We generally suggest five or six wines for tasting.
- Wines by the glass at \$6.00, \$8.00, or \$9.00 depending on the variety.
- Wines by the bottle at regular bottle prices. A discount of 10% is available for purchases of 12 bottles or more. In general, wine by the bottle is more economical than by the glass.
- Beer by the glass and by the bottle, and bourbon are at regular menu prices.

Is there a Deposit and when do I pay?

- The reservation deposit is \$100 and is refundable up to 14 days before the event. Deposits are applied to the event charges.
- The final payment of food, wine and facility fees will be due at the completion of event.

When is my event officially booked?

No reservations are considered final until the reservation deposit is received.

What Food Options do you offer?

We offer a variety of in-house food options.

- Light Appetizers at \$5.00/person: Cheese and crackers, and hummus are served.
- A variety of 12-inch pizzas are available. Costs vary.
- Wine Cakes are unique and delicious, and are available in 3 flavors: Chocolate Port, Blackberry, and Venetian. Cakes are \$25 each. Each cake will provide approximately 20 pieces.
- Soda and water are available for \$1.00 per serving.

Can I provide my own caterer or other food service?

Using an outside Caterer or bringing in your own food is no problem. If you bring in your own food, or hire your own caterer, you and/or your caterer are responsible for providing serving ware, plates, table linens, glasses, etc, and for all clean up. Refrigeration, cooking, and keep-warm facilities are not available for foods brought in from outside sources.

- If you will be using your own caterer or food service, you are 100% responsible for all cleanup and trash removal. If extra cleaning is needed, a \$100 fee will be charged.
- You may also bring in a cake for your party or celebration. You are responsible for providing your own plates, forks, knife, and serving utensils for cake. If Rockside needs to provide any of these items for you there is a cake plating fee of \$1.50/person.

When do I need to give you my Final Guest Count?

Your final attendance/guest count must be to the winery 7 business days in advance of your event. If we are supplying food for the event the quantity will be based on this final count. **Once final counts are received, it will be considered a guarantee, not subject to reduction, and food charges will apply accordingly.**

How will I pay for the event?

At the end of the event, we will add up all the charges, add any fees required to makeup minimum charges, calculate sales tax, and an 18% gratuity on the before tax total. We ask that the event is paid for by one form of payment. Deposits and final payments are accepted in cash, major credit cards, and checks.

What is your Cancellation Policy?

An event may be cancelled 14 days **prior** to the date of the event and receive a full deposit refund. Any cancellation after the 14-day window will result in **forfeiture of any deposits.**

Can you provide custom wine labels?

Custom wine labels are a great way to give your guests something to remember! We can help you create unique, custom wine labels to commemorate your event. You can provide photos and/or artwork or choose from special templates that we have created. Add the final touch with your own message and we will attach it to your choice of available wine. Pricing for Custom labels are the cost of the wine plus \$5.00 for 1 to 11 labels. 12 or more labels get a 50% discount and are \$2.50 each. Please allow five business days for custom labels.

Thank you!

We hope you will consider Rockside Winery your special event location. We promise a unique, wonderful experience for you and your guests.