



EVENT PACKAGES INFORMATION

- Facility Rental for up to three hours. (Additional hours available for additional charge)
 - Beautiful settings for your event - Climate Controlled Tasting Room w/ bar
 - Vineyard Terraces w/ Patio tables and patio chairs
 - White or ivory linen (available for additional charge)
 - Experienced Staff Service
 - Site Coordinator
 - Glassware includes wine glasses
 - All set up and tear down
 - Buffet or plated meal (you provide via third-party caterer with appropriate licensing)
 - Bottle Service available by request.
- Gratuity and Tax on all food & beverage items are subject to an 18% service charge and 9.75% Sales Tax
 - All parties over 40 guests require an outside valet or shuttle service to the venue.
 - All parties over 40 guests must carry event insurance for the duration of the event.

Receive a 20% discount on wine purchased during any event.

No outside food or beverage is permitted on the property other than approved catering service. Catering Approval must be written and signed off by a Sip manager. Any food brought into the Sip must be provided by an approved caterer which must be approved by Fabrice, Bill, or Andrew prior to the event.

Payment Schedule: \$500.00 Non-Refundable Reservation Fee is required to secure your date. A 50% payment will be due 2 weeks prior and your final count and payment is due 5 days prior to your event. All payments are applied toward your balance and are non-refundable.

Initial

- Due to current health regulations, all food served at the Sip may not be taken off the premises following an event. The Sales and service of alcoholic beverages are regulated by the state. As a Licensee, the Sip is responsible for the administration of the regulations. It is a policy, therefore, that alcoholic beverages cannot be brought into or taken out of the garden/tasting area to the outside.
- **Food & Beverage Guarantees:** Both menu selection and guaranteed of attendance is required for all meal functions seven (7) days prior to the function date and is not subject to reduction. If the catering office is not advised by this time, the estimated figure will then become the guarantee.
- **Guarantees:**

- If guaranteed menu selections are cancelled, the following charges will apply;
- Forty-eight hours prior to arrival 50% of the total bill
- Twenty four hours prior to arrival 65% of the total bill
- Day of Event 100% of the total bill

Set up of Meeting:

If the Sip has charged a set up fee for your function, and a change is required set forth by client, Sip reserves the right to charge an addition labor fee for any changes requested by client.

Decorations:

All decorations must be approved through the Sip management prior to the event in an addendum to this sales agreement to be signed by both parties. Candles are **prohibited** unless prior approval through LA County Fire Department, and Sip management.

Audio-visual equipment

The Sip will be pleased to arrange any required audio-visual equipment at an additional cost.

Security

The Sip does not assume responsibility for damage or loss of any merchandise or articles left on premise prior to, during or following any meeting on the property.

Billing

An Acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit (pre-payment) via Credit/Debit card or Cashiers check (CA only). **NO CASH WILL BE ACCEPTED** for full payment without prior written approval from Sip management.

Customer Signature

Date

Andrew Wells-General Manager

Date