

# the Winery at Wolf Creek

2637 South Cleveland-Massillon Road, Norton, Ohio 44203  
Phone 330-666-9285 Fax 330-665-1445  
rentals@wineryatwolfcreek.com

## The Great Room Rental Policies

The Great Room is available for rental Monday - Saturday from 8:00am - 11:00pm and Sunday 11:00am - 11:00pm. When you sign a rental contract with us, you will be required to comply with the following regulations and procedures. Please be sure to read them carefully before signing the contract.

### *Great Room Rental Terms*

- **\$75 each hour (two-hour minimum)**
- ***Rental periods must include all set up and cleanup time for you and your caterer. You, your guests and your caterer may not enter the Great Room until your rental time starts.***
- **You, your guests and your caterer may not bring items in to the winery prior to your rental time nor may items remain on the premises at the conclusion of your rental.**
- **Payment for wine served at the event and the remaining rental balance must be made at the completion of your rental.**

### *Deposits and Fees*

- An initial **\$75, non-refundable** fee is required to hold the date requested. This deposit shall be applied to the balance of the rental contract. The remaining balance is required at the conclusion of your rental. Cash, Credit Cards and Checks are accepted.
- Repairs and additional cleanup costs are your responsibility and will be billed to you at \$50 per hour.
- **You, your guests, and your caterer cannot arrive prior to your rental start time. If the rental exceeds the time period detailed in the contract, the additional time will be your responsibility and shall be billed in half hour increments. Adding time to your rental may or may not be available based on other scheduled events and must be discussed with your server.**
- A gratuity charge is NOT added to your rental however, a tip for your server is encouraged and greatly appreciated.

### *Rental Facilities*

- The Great Room has 50 chairs, eleven 30x30 tables and three 30x24 tables. Two, six-foot buffet tables are set up in the room along with an extra six-foot table for use if needed.
- You may NOT bring in extra tables or chairs to the Great Room.
- The Winery at Wolf Creek will provide wine glasses at no additional charge.
- Attendance of more than 50 people without our prior approval will permit us to immediately terminate the rental and remove you and your party from the premises.
- It is permissible to exceed 50 people if your event is an open house type of event. The room should not exceed 65 people at one time.

- We do not rent our outside/green space. If you rent the Great Room you will have full access to the outside along with our tasting room patrons. You may not reserve outside space or picnic tables for your rental.
- It is possible to have a small ceremony on the grounds, but no chairs, tables or tents may be set up. Please keep in mind that the winery is an agricultural business. Bugs, farm animals, pesticides, farming equipment and dirt are all part of the winery's charm. The public tasting room will remain open, so please be aware other winery patrons may be present.
- Well-behaved children and guests under 21 are welcome at the winery.

### *Smoking Policy*

- The entire winery is a non-smoking area. Smoking is permitted outside only. This policy is strictly enforced.

### *Food Service*

- No full-service kitchen is available. A prep-kitchen consisting of a refrigerator/freezer, sink and counter space is available in the Great Room.
- There is no oven or stove in the prep-kitchen. You may bring in chaffing dishes, roasters or crockpots to keep your food warm.
- **You may contract with any caterer or provide your own food.**
- On-site grilling is only permitted by an insured caterer using a propane grill.
- **Set up and cleanup time must be included in the rental period indicated in the contract.** Early arrival or late departure time will be the renter's responsibility.
- It is your responsibility to notify the caterer of the regulations laid out in this document.
- We do not provide utensils, cups (other than wine glasses), ice, coffee, plates, napkins or serving utensils. You will need to bring in all supplies.
- The winery has soda and bottled water available for purchase. You are welcome to bring in your own soda, water & non-alcoholic beverages for your event. You are responsible for serving these beverages, not the winery server.

### *Wine & Beer Service*

- A server will be in the room with you for the entire rental. For planning purposes, figure four to five full glasses of wine per bottle or 60 full glasses of wine per case. A case of wine is 12 bottles and can be mixed and matched. We do offer a wine case discount of 10%. We suggest having the server help each of your guests find a wine they like.
- **Wolf Creek does not guarantee the selection of wine & beer available for any rental. All wine & beer available will be in the Great Room at the bar. There is no need to pre-order or pre-purchase wine.**
- **If you do not wish to pay for beer or wine for your guests it will be offered to them as a cash bar.**
- In accordance with state law, we will not serve any guest who, in our sole judgment, appears to be intoxicated, nor will we allow any wine to be served to minors who may be in your group.
- Due to the limits of our state agricultural liquor license, no other alcohol (opened or unopened) is permitted on the premises (including parking lots and grounds). **Bringing any other alcoholic beverage on the grounds is illegal and will be considered a breach of**

**the rental contract.** Any such breach will result in you and your guests being required to leave immediately.

### *Decorations and Entertainment*

- The Great Room may only be decorated in a manner, which in our judgment does not damage the facilities.
- **No confetti or similar substances will be allowed.** Candles may only be used with glass globes. Please consult with us in advance regarding decorations to avoid problems.
- If you would like music, you will need to provide your own devices (ipod speakers/dock).
- You may hire appropriate entertainment for your event if you choose. Please notify us if you do.
- We reserve the right to remove or modify any aspect of decorations or entertainment, which we feel, in our sole judgment, poses a safety risk or nuisance to your guests or the general public, or which any of our employees or we believe is inappropriate.
- We do not provide tablecloths or rent tablecloths for the tables. The guest tables do not need covers. The two, six-foot tables that are most commonly used for food **DO NEED** tablecloths.

### *Cleanup*

- You or your caterer will be responsible for cleaning up at the end of the festivities.
- Tables must be completely cleared; trash must be collected and placed in the wastebaskets (including restrooms).
- The caterer's preparation area must be cleaned. All catering items left must be removed from the Great Room upon completion of the rental.
- We will provide replacement trash bags for wastebaskets and will be responsible for washing the wine glasses. The winery staff will vacuum the Great Room.
- You will be responsible for paying for any of the above cleanups, which you do not perform, as well as any non-routine cleanup following a rental. Such charges will be billed to you at the rate of \$50 per hour.
- The winery is not responsible for lost or stolen articles during your rental. Items left after your event will be placed in our lost and found.

**You are responsible for all the information contained in these policies.  
Please keep a copy for your records.**

# the Winery at Wolf Creek

## Great Room Rental Contract

This contract, made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, between Wolf Creek Vineyards Inc. ("us" or "we") and \_\_\_\_\_ ("you"). We hereby rent to you The Great Room ("premises") from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_.

A non-refundable deposit of \$75 shall be paid in order to hold the date requested.

You agree as follows:

1. No more than 50 persons can attend the event for which the premises are rented without prior approval.
2. An initial \$75, non-refundable deposit is required to hold the date requested. You will be charged \$75 per hour for your rental.
3. The remainder of the rental fee and any other purchases must be paid at the completion of the rental. Repair costs, cleaning expenses, and rental overtime charges are your responsibility and will be billed to you.
4. You may elect to contract with any caterer or provide food without benefit of a caterer. If you do so, by signing this contract, you agree to abide by the policies established for licensed caterers. Failure to abide by the policies will result in forfeit of all deposits as well as possible additional charges.
5. You understand our business is of an agricultural nature and at times it is necessary that designated areas of the premises be used for their intended purpose.
6. You will not bring, or allow anyone who attends your event, to bring any alcoholic beverages onto the grounds or premises.
7. You will be responsible for all persons who attend your event and their use of the premises in a careful, safe, and proper manner, in our judgment. You may not permit any activities, which in our sole judgment, may pose a threat to public safety or create a nuisance to the general public.
8. You agree that you will be fully responsible for anything that occurs on the premises during your event. You further release us, our employees, and officers from, and will indemnify and hold us, our employees and officers harmless from and against, any and all losses, liabilities, or damages (including attorney's fees), for injuries to persons or property arising from or related to your rental of and use of the premises, from any cause whatsoever excluding only our gross negligence.
9. Law prohibits Gambling or games of chances on the premises.
10. You agree that you have been provided with a copy of and will comply with all the terms of our Rental Policies.

Signed: \_\_\_\_\_

Renter

\_\_\_\_\_ Date

\_\_\_\_\_  
Phone

Please return Contract and Renter Information  
rentals@wineryatwolfcreek.com  
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# the Winery at Wolf Creek

Renter Information paperwork for the Great Room  
Please Print

Date of event \_\_\_\_\_, 20\_\_\_\_\_

Event times \_\_\_\_\_ to \_\_\_\_\_

**Set up and clean up must be included in your rental times. You, your caterer and your guests are not permitted into the room before this time.**

Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Event type \_\_\_\_\_ Number of people attending \_\_\_\_\_

Food service arrangements:

- You will bring in your own food
- Caterer \_\_\_\_\_
- None

Non-alcohol arrangements:

- You will serve and bring in your own soda/water/juice/cups/ice
- You will purchase soda/water/juice from the winery

Alcohol arrangements (a server will be in the room for your entire rental):

**You may not bring in your own alcohol.** If you do not wish to provide or purchase alcohol for your guests, it will be offered as a cash bar.

- Cash Bar (wine and beer will be available; your guests will pay for the wine & beer they consume)
- Open Bar (you pay for all wine & beer consumed)
- Set monetary amount (\$100 budget to spend on alcohol, etc.) \$ \_\_\_\_\_
- Set amount of wine (12 bottles/case, wine only) \_\_\_\_\_

Will you be using our 2- six-foot tables?  Yes or  No

If yes, please provide your own tablecloths. We do not offer any to rent or to loan.

Payment for deposit:

- Check included  Call for credit card info (Wolf Creek staff will call you for your credit card information AFTER your forms are received)
- Other \_\_\_\_\_

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