**Text, whiteboard

Description automatically generatedEvent Booking Form**

***Thank you for considering our tasting room for your special event!***

*Over the years, Leigh's Garden Winery has hosted numerous events in the tasting room. From bridal & baby showers, to fundraisers and company gatherings, we can accommodate them all. If you're looking for a unique setting and experience for your guests are sure to enjoy, look no further!*

Feel free to contact our staff with questions by calling 906-553-7799 or emailing leighsgardenwinery@gmail.com.

Please complete and return the form below *(along with deposit, if required)* to book your event.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date & Time?**  *(Subject to availability)* | | | | |  |  | |
| **­­­How many guests?**  *A final guest count is required*  *One week prior to your event.* | | | | |  |
| **So, what’s the big occasion?** | |  | Birthday | | |  | Non-profit Fundraiser or Meeting | |
|  | Anniversary | | |  | Political Fundraiser or Meeting | |
|  | Bridal Shower | | |  | Holiday Gathering | |
|  | Tour Group | | |  | Bachelorette/ Bachelor Party | |
|  | Baby Shower | | |  | *“We just want to hang out & taste wine!”* | |
|  | Company Meeting or Outing | | |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Tasting Room Options**  *(Please check the box next to the space you most prefer)* | | | | | | | | | |
|  | **Front Tasting Room** | | | Perfect for small groups during normal business hours. Seating for up to 12 guests at tables located in the front of the Tasting Room. | | | | | |
|  | **Tasting Bar** | | | *"Belly up to the Bar!"*  *This area offers* Standing room only for up to 15 people at the Tasting Bar | | | | | |
|  | **Back Tasting Room** | | | *Planning to have a large group or set up tables for food, gifts or auction items? This area is for you! With seating for up to 42 guests and standing room, the back tasting area is great for those who might need a little more space.* | | | | | |
|  | ***NEED MORE ROOM?*** *Check this box if you would like to use all of our available tasting room space for your guests. This option may be subject to schedule and staffing restrictions and require additional Fa* | | | | | | | | |

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| **Additional Requirements?** |  | Additional Table(s) |  | Registration Table(s) at or near Entrance |
|  | Food Service Area(s) |  | Event Setup more than 1 hour before event |
|  | Bottled Water |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Additional Seating |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Facility and Tasting Fees**

* Each guest who will be tasting wines will be charged a Tasting Fee. This can be charged per person or a tally kept with staff for full payment by renter at the end of the event.
* Groups of 10 guests or more, as well as all after-hours groups will be charged a $50.00 per hour Facility Fee (one hour minimum).
* *Guests are welcome to pay for their tasting upon arrival or the event coordinator can pay for the tastes at the conclusion of the event.*
* Our staff will keep an accurate headcount of guests

**Method of Payment**

*We accept Cash, Check, as well as Visa, MasterCard, AMEX and Discover Cards*

|  |  |
| --- | --- |
|  | I will pay at conclusion of our event |
|  | My guests will pay for their tastings upon arrival, and I will pay the facility fees at the conclusion of our event. |

Please provide your contact info below.

|  |  |
| --- | --- |
| **PRIMARY CONTACT’S NAME** |  |
| **COMPANY/ ORGANIZATION**  ***(leave blank if this is a personal event)*** |  |
| **PHONE** |  |
| **EMAIL** |  |
| **MAILING/BILLING ADDRESS** |  |

**Winery Guidelines**

* No one under 21 years of age will be served.
* Individuals under 21 are permitted to attend functions at the winery.
* Alcoholic beverages are NOT to be brought to the winery to be consumed.
* Outside catering sources are permitted and encouraged.
* Our facility is non-smoking, there are designated smoking areas outside of the premises.
* **After-hours & Large Group Deposit-** All after-hours events and groups with more than 10 guests are required to make deposit of $50.00 within 24 hours of booking.
* **Cancellation Policy-** All cancellations must be received at least 48 business hours before the start of the event. Cancellations must be received in writing by e-mail (**julie@leighsgarden.com**) or by mail (904 Ludington St, Escanaba, MI 49829. No refunds will be made for requests received after that time.
* **All events must be scheduled at least 14 days in advance, unless approved otherwise.**

**I have read and understand the guidelines and associated fees for holding my event at Leigh's Garden Winery.**

|  |  |
| --- | --- |
| Primary Contact Signature |  |
| Date |  |

*Return this from to Leigh's Garden Winery*

*904 Ludington Street, Escanaba, MI 49829*

[*julie@leighsgarden.com*](mailto:julie@leighsgarden.com)

*906-553-7799*