**Event 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 julie@leighsgarden.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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 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** |  |

**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 10 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. This would be for an after or before regular hours event for a private group. Additional fees may be associated with this booking. Please ask for more information. |
|  | **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 25 guests and some standing room, the back tasting area is great for those who might need a small space for an intimate get together.* |
|  | ***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 facility fees.* |

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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 will be charged a $50.00 per hour Facility Fee (one hour minimum). Before or after regular hours events are subject to additional fees.
* *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. |

**Winery Guidelines**

* No one under 21 years of age will be served.
* Individuals under 21 are permitted to attend functions at the winery, bands to identify younger than 21 may be required.
* 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.
* No candles are to be lit, battery operated candles only per insurance liability.
* No tape of any kind on any walls at any time.
* Bathrooms must be easily accessible since we are still open to the public most times.
* All doors/exits must be unobstructed and easy to access per insurance liability.
* The piano is for special events and not to be used for regular events. Nothing is to be set on the piano.
* Tipping our amazing staff when receiving great service is encouraged, please let them know you appreciate them.
* **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 48 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*

*906-553-7799*