

# 2012 Wedding Guidelines for Kramer Vineyards

## **Reservation Rate:**

Site fee is \$1500 for weddings up to 80 guests. A 50% down-payment is required in order to secure date. For more than 80 guests, there is a \$5/person charge. Remainder of payment is due at time of event. \_\_\_\_\_

**Maximum guests:** The space can accommodate: 125 people.

**Down payment** is refundable up to two months prior to event date. Also, \$100 accommodation fee will be applied for all changes made after two weeks prior to event date. \_\_\_\_\_

**Outdoor wedding site:** Available from 9 am until 10 pm. No exceptions. Rental companies may deliver items the day before if there is no wedding that day. \_\_\_\_\_

**Minimum wine purchase:** 1 case per 20 guests. Any combination of sparkling and still wines are offered at a 15% case discount with the exception of already discounted wine. Wine is to be paid for when selected. With one year commitment to our Cellar Door Wine Club, discount is 20%. Please note: we cannot accommodate off-site wines. No hard liquor. \_\_\_\_\_

**Catering:** You have your choice of caterers. We have a list of recommended caterers who have been here in the past and did a great job. You work directly with your caterer on the menu, and other food-related issues. It is recommended that some appetizers be provided before the wedding while people wait for it to start. Please provide water, and non-alcoholic beverages before and during the wedding.

## **Items included in site fee:**

--**One complimentary tasting** for the bride, groom, and two of their guests to select wines for event. Appointment is required. Wines are to be paid for that day.

--**Tables & chairs:** Four 8 ft banquet tables, four 6 ft banquet tables, 12 round 30" diameter glass tables (seats 4 - 5 people), 90 white outdoor chairs, two 2 x 4 ft tables, wine barrel buffet table, and one 4 ft square cake table. Set up and tear down service of these items is included. Often two or three wine barrels and doors are used for food service. Barrels can also be used as appetizer tables.

--**Stemware:** One sparkling and one regular wine glass per guest. Additional stemware is available for 50¢/glass. \_\_\_\_\_

--**One small tent** for music/musician, a table and a rug is provided.

**--Licensed alcohol servers included:** Wine is served by the taste/glass. Sorry, we cannot allow open bottles on tables. We can accommodate up to two cases of bottled beer. Please note: we do not allow hard liquor. No person under 21 can be served. We will refuse service to anyone who appears intoxicated. Oregon liquor law is very strict.

**Outdoor Restroom Facilities:** We have one on site. Included in site fee.

### **Additional information:**

**Our home** is available for use by the wedding party to prepare for the event beginning at 2 pm. Decoration of site can occur any time the day of the wedding. All people and personal items should be removed from the house **prior to 10:00 PM**\_\_\_\_\_

**Rehearsal on site** is available pending scheduling around other events.

**Parking:** For weddings less than 60, one person is necessary for parking. Greater than 60 guests in attendance requires two volunteers to aid as a parking attendants. Over 100 guests, three volunteers are required. This is to maximize number the parking slots. Parking is available at the wedding site, in the upper vineyard, at the base of the driveway just below the house and at the tasting room. Caterers may park in the driveway by the garage.

**Rental Items:** Dishes: \$5/place setting including two forks, two plates, spoon, knife and coffee cup. Set up at no additional charge.

**Coffee urn:** \$60 for urn serves 35 cups and Wine Country Coffee Roasters Coffee.

**Referrals are accepted:** For local caterers, flowers, wedding cake, wedding planner, and party rentals.

**Communication issues:** Two weeks before the wedding, the bride and groom need to email Trudy [info@kramerwine.com](mailto:info@kramerwine.com) regarding final arrangements, i.e., guest count, when caterer is arriving, flowers, wedding party, guests, cake, where tables and chairs are to go, when rental items are arriving and company name, DJ and when arriving, and any other special arrangements that have been made. If renting tables and chairs, caterer usually puts them in place and sets the tables.

### **A note from the owners:**

Please understand that your special day means a lot to us. We work very hard to help you have a joyous and memorable occasion. We welcome you into our home with the understanding that you respect the facility.

## Weddings at Kramer Vineyards Reservation Form

Wedding Date: \_\_\_\_\_

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Email Addresses: B \_\_\_\_\_

G \_\_\_\_\_

Start time: \_\_\_\_\_ Guest Number \_\_\_\_\_ Down paymt \_\_\_\_\_

Caterer \_\_\_\_\_

Florist \_\_\_\_\_

Cake \_\_\_\_\_

Rentals \_\_\_\_\_

Wedding Planner \_\_\_\_\_

DJ or Music \_\_\_\_\_

Use of tables and  
chairs? \_\_\_\_\_

Tent? \_\_\_\_\_

Officiant: \_\_\_\_\_

Wines selected for  
wedding: \_\_\_\_\_

\_\_\_\_\_

Other Notes: