

# OLD HOUSE VINEYARDS



*Host your next corporate  
function or private party  
at Old House Vineyards.*

## *Facilities*

### **Lakeside Pavilion:**

*Events for up to 200 guests under the lakeside pavilion with views of the vines, lake and distant mountains. The pavilion is equipped with restroom facilities, a catering staging area, dedicated parking, and a covered drop-off area in case of inclement weather. (Available Spring 2010).*

*Available 11am—10:30pm for an event lasting up to five hours. See “Details & Pricing” for more information.*

### **Old House Tasting & Dining Rooms:**

*Events for up to 30 guests in the day or up to 50 guests in the evening. Guests can relax and enjoy the intimate and inviting atmosphere of the old house. Tastings and winery tours are available.*

*Available 12pm—4pm and 6pm-10:30pm for an event lasting up to four hours. See “Details & Pricing” for more information.*



## *Details & Pricing*

### **Lakeside Pavilion:**

- *Exclusive use of the lakeside pavilion between the hours of 11am-10:30pm for an event lasting up to five hours.*
- *Rental fee includes tables and chairs for 100 people\*, set-up and clean-up, access to a catering staging area, restroom facilities, parking, and electric.*
- *Property rental fee: \$4,500\**

*\* The property rental fee includes seating for 100 people in the pavilion. For events of greater than 100 people, a fee of \$10.00 per person will be charged for up to 100 additional guests. Maximum capacity in the pavilion is 200 people.*

### **Old House Dining & Tasting Rooms\*:**

#### ***Daytime Rental, 12pm-4pm: Dining Room Only***

- *Exclusive use of the Old House dining room for an event lasting up to 4 hours for a maximum of 30 people.*
- *Rental fee includes seating for 30, use of the kitchen, restroom facilities, parking, and a tasting and winery tour (if desired).*
- *Dining Room Rental Fee: \$800*

#### ***Evening Rental, 6pm-10:30pm: Dining Room & Tasting Room Available***

- *Exclusive use of the Old House dining room and tasting room for an event lasting up to 4 hours for a maximum of 50 people.*
- *Rental fee includes seating for 30, use of the kitchen, restroom facilities, parking, and a tasting and winery tour (if desired).*
- *For events for 31- 50 people, there is standing room only in the dining & tasting rooms.*
- *Rental Fee for up to 30 people: \$800*
- *Rental Fee for 31—50 people: \$1000*

*\* The Old House dining room and tasting room are for adult events only. No children under 18 please. No alcohol other than Old House wine can be served in the Old House dining room or tasting room.*



## *Securing Your Date*

*To make sure you are able to reserve the space you desire for your event at Old House, email [info@oldhousevineyards.com](mailto:info@oldhousevineyards.com) with your name, contact information, the space you want to rent, and your preferred date. We will get in touch with you regarding availability, arranging a property tour (if desired), and securing your date.*

## *Payment*

- A deposit of 50% of the property rental fee (plus tax) is due with the signing of the Property Rental Contract to secure your date. Due to the demand for events at Old House, this deposit is non-refundable.*
- The balance of the rental fee is due sixty days before the event date. This fee is non-refundable.*
- A refundable security deposit of \$200 is due with the final payment. (See Property Rental Contract for details.)*

## *Preferred Providers*

*Old House Vineyards provides a list of local resources for additional services you may require for your event, including caterers, florists, musicians, and more. The providers on the list have been approved for the quality of their products or services and their ability to work within Old House Vineyards' site specifications. If you wish to use a provider not on the Old House list, we ask that you let us know so we can help ensure that your vendor has all the information needed to successfully coordinate and deliver their services the day of your event.*



## *Personalize Your Event*

**There are many ways you can personalize your event with fun and thoughtful details. Here are some ideas we can help you with:**

- *If you would like to treat your guests to a keepsake from the event, consider Old House wine glasses personalized with the event name and date. These quality glasses are unique, fun, and useful mementos of a wonderful day at the vineyard! Two months advance notice required. Inquire for pricing.*
- *Another great way to commemorate the day is to personalize our Old House t-shirts or hooded sweat shirts. These high-quality, long-wearing shirts fly off of our shelves during the year—your guests will love them too! Minimum order is 30 pieces. Two months advance notice is required. Inquire for pricing.*
- *A great way to say “thank you” to your guests after the party—Thank You note cards featuring a picture of the party, the honoree, or a view of the vineyard from the day of the event. These note cards (with envelopes) can be ready for you in just a couple of weeks and are a great, personalized way to say “thank you for being part the special day.” Inquire for pricing.*



## *Some Things You Need to Know*

### **Alcohol Restrictions and Requirements:**

- *Only Old House Vineyards wine & champagne can be served at events on Old House property. A 20% discount is offered on all Old House wines and champagne.*
- *Wine must be served in glass wine glasses.*
- *If you plan to offer your guests beer and/or liquor (Pavilion Events Only), you or your caterer must have an ABC Banquet License. This license is not expensive and you can apply online. For more information and to apply, visit [www.abc.state.va.us](http://www.abc.state.va.us).*
- *By law, wine, beer, and liquor can only be consumed at your designated event site(s).*
- *Beer and liquor cannot be **sold** on Old House Vineyards property.*
- *No kegs are allowed at Old House Vineyards events.*

### **Insurance:**

- *Renters of Old House Vineyards event sites are required to have insurance for bodily injury and property damage for the day of the event in the amount of \$1,000,000. This policy is often referred to as Commercial General Liability or Spectator Liability. Old House Vineyards must be listed as an “additional insured” on this policy. Proof of coverage must be presented to the Old House event coordinator two weeks in advance of event. This requirement is not unusual for special events so many insurance companies offer these policies—chances are, yours does too.*

### **Setting Up for Your Event:**

- *Pavilion: If you need set-up time before the event, you will be able to access your site starting at 11am on the day of the event. Please let us know you are coming so we can provide information or assistance as needed.*
- *Old House Dining & Tasting Rooms: If you are hosting an event in the afternoon, you will be able to access the Dining Room at 11am. If you need more time to set-up, please let us know and we'll make arrangements. If you are hosting an evening event, you will be able to access the Dining Room at 5pm. The Tasting Room will not be accessible until 6pm as we are open to the public until that time.*

### **Last Call:**

- *Events at Old House end, and guests leave, by 10:30pm. Last call will be no later than 10pm.*