



EVENT CONTRACT

This contract defines the terms and conditions under which De Tierra Events and **CLIENTS NAME** (hereafter referred to as the CLIENT) agree to the CLIENT's use of De Tierra Events facilities on **EVENT DATE**. This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by De Tierra Events and the CLIENT.

CLIENTS:	
BILLING ADDRESS:	
EMAILS:	
PHONE NUMBERS:	
PROPOSED EVENT:	
# OF GUESTS	

1. **Locations**: De Tierra Events has multiple properties and addresses, the Vineyard House & Venue and the Hacienda House & Event Venue and De Tierra Vineyards Tasting Room in Carmel-by-the-Sea. Please be very specific about the location of your event on your invitations and directions with vendors. We have had confusion and issues in the past.

Vineyard House & Event Venue

503 Corral de Tierra Rd.,
Salinas, CA 93908

Hacienda House & Event Venue

505 Corral de Tierra Rd.
Salinas Ca 93908

De Tierra Vineyards Tasting Room

5th Ave. and Mission St.
Carmel, CA 93921

2. **Venue Capacity**: The numbers provided below are estimates. The capacity depends on the size of chairs, tables, and nature of event and activities.



Vineyard Venue: 150 ceremony or 100 reception (above)



Hacienda Courtyard: 200 Ceremony or Reception (Above)



Hacienda Hall: 200 Ceremony or 120 reception (Above)



Lower Vineyard Lawn: 200 ceremony or 200 reception (Above)

3. Facilities and Services Provided by De Tierra Events.

De Tierra Events will provide the facilities and services described in this contract on the event date noted above for eight (8) hours; 1 and a half (1.5) hours are included prior to the event for set-up, five (5) hours for the exclusive use of the CLIENT, and one and a half (1.5) hours for breakdown after the event. Event must end promptly at 10 pm. CLIENT must ensure all guests have exited premises by 11:00 p.m. Overnight stays must be booked through our AirBnB.com at the listed rate for both **Hacienda House** and **Vineyard House**.

All other services, facilities and arrangements for services shall be the responsibility of the CLIENT. Any other items needed for an event, including but not limited to, additional tables and chairs, utensils, cooking equipment, heaters, umbrellas, tablecloths, chafing dishes, serving trays, plates, serving spoons, napkins, and set up staff are not being supplied by De Tierra Events and need to be supplied through an approved caterer or by CLIENT. All existing furniture, lighting, equipment, buildings, and vehicles shall be maintained in existing condition. CLIENT will be responsible financially for any damage or non-reversible changes made to the building and/or items listed above.

NOTE: All tenting or signage require the use of weights or stands, and nothing that will cause damage to the facility. NO TAPE, STAKES, PINS, TACKS, NAILS OR DIGGING will be allowed on the property. Any such damage occurring will be corrected and billed to CLIENT.

4.) **Venue Supplies:** De Tierra Events will provide the following:

- a. (10) 8 ft. wooden folding tables*
- b. (100) Light color/Tan wooden folding chairs*
- c. (1) Wood fired BBQ (wood and BBQ equipment not included)
- d. (1) Large glass water dispenser
- e. (2) 6ft. by 4 ft. Barrel Bars
- f. h. (2) Wood burning fire pits (wood included)
- g. (1) Rental Restroom Trailer (upgrades available for additional cost)
- h. (1) 5 passenger cart (to be driven by event staff)



Five passenger Electric cart



Table and Chairs included in rental



Rental Restrooms from Star Sanitation

Wood Fire BBQ

Large water dispenser

Barrel Bars

NOTE: CLIENT is responsible for setup of all equipment. De Tierra Events must agree upon location of any ceremony and/or reception. De Tierra will meet with planner and do a walk

through the day of or day prior to event. De Tierra is not responsible for the setup of any event items, including those being provided by de Tierra. CLIENT must provide responsible driver for passenger cart. Any misuse of equipment will result in immediate confiscation for the duration of the event.

NOTE: CLIENT is responsible for organizing a 'Rain Plan'. De Tierra Events is not responsible for the planning, financial support, or execution of alternative event organization due to rain or poor weather.

5. Parking: Parking shall be on the shoulder (off the road) of Corral de Tierra Road (Corral Road) for up to 30 cars or guests **MUST** be bused in. CLIENT is required to select either bus transport or valet for their guest's vehicles. Caterers, musicians and others who need to enter for event setup may park inside the De Tierra gate. All guests must park off the road on the shoulder of Corral Road. CLIENT acknowledges that the winery is located in a rural area but that it is important for safety (fire and ambulance) reasons to make sure no vehicles block the road, or any part of it, or the gate. CLIENT agrees to ensure that all its guests park safely, and provide additional lighting, security or other services required to ensure safe parking.

NOTE: Valet or Bus service is required at our venue if there will be more than 30 cars on site, including family and vendors.

6. Booking: The Vineyard Venue requires at least six (6) months advance notice and payment in full for booking, but reserves the right to refuse service to anyone. Please request booking by contacting **Events@DeTierra.com**. Booking is not confirmed until CLIENT has signed contract and returned via scan or email to De Tierra Events, and has provided payment in full.

7. Complimentary Tour of Venue: To aid in your decision of choosing De Tierra Events as your event location, we invite you to our Vineyard and hacienda House for a complimentary tour of the event facilities. Once confirmed, we will assist in coordinating details of upcoming event. Schedule a tour by contacting **Events@DeTierra.com**.

8. Access to Venue: CLIENT'S access to venue will be restricted to 3 visits/consultations, including initial tour. This access includes caterers, event rental, wedding planner, family of the bride or groom etc. Additional visits/consultations will be at a \$25/hour price, to be paid via check at the time of the meeting. Delivery/setup for the event outside of agreed upon time must be negotiated by CLIENT at De Tierra Event's discretion.

9. Wedding Planning/Coordination: De Tierra Events requires each event to have a coordinator or planner on the day of the event, and encourages complete planning for all large events. De Tierra can provide planning and coordination services via De Tierra Events for an additional fee. Please visit our website at **www.detierraevents.com** to review options, pricing and services.

10. Certificate of Insurance: A Certificate of Insurance Naming De Tierra Events as

additionally insured with minimum liability coverage in the amount of \$1,000,000.00 is required of CLIENT and all vendors (if De Tierra does not have a current certificate on file for vendor). It is CLIENT's responsibility to ensure this is completed 30 days prior to event. In addition, Worker's Compensation Insurance coverage is required for compensated employees working an event.

11.Rental Fee, Deposits and Payment Agreements: Rental fee, if under 50 guests \$3,500, if over 50 guests the fee is \$6,000.00. There are no exceptions to this rule, children should be included in head count.

To reserve services on the date requested De Tierra Events requires this contract be signed by both parties and event price to be paid in full. The non-refundable deposit is \$1,750 if 50 people or under; \$3,500 if more than 50 people. This deposit is non-refundable anytime after booking. The remaining balance becomes nonrefundable 90 days prior to the event. Payments will be made by credit card, certified or bank check made payable to De Tierra Events.

Please make Special Event and Wedding Planning checks payable to De Tierra Events and mail checks to the address below:

De Tierra Events
Attn: Anna Russell
505 Corral de Tierra Rd.
Salinas, Ca 93908

Please book all overnight rentals through airbnb.com for the Vineyard House and the Hacienda House.

Please purchase wine for your event directly through De Tierra Vineyards at www.detierra.com or by emailing arussell@detierra.com.

12.Preferred/Suggested Vendors: De Tierra Events preferred vendors are listed below. CLIENT or approved caterer must provide all cooking and serving supplies for any food items being brought to the facility. All vendors requested by CLIENT require approval by De Tierra Events. In addition, ALL VENDORS MUST attend at minimum one site visit with Event Venue Manager. De Tierra Events is willing to coordinate with vendors to some degree, but because of the nature of the space, we highly recommend using vendors who have worked in the space many times before.

1.) Catering

- a. Michael's Catering 831.884.2400, info@michaels-catering.com
- b. Events by Classic 831.647. 0114, info@eventsbyclassic.com

2.) Rentals

a. Chic Event Rentals 831.375.1055, sales@chicevents.com

3.) Photography

a. Jaymie Lee Photography, 831.235.3912, moorejaymie@gmail.com

4.) Event Coordinator/Wedding Planner

a. Anna Russell/Jaymie Moore, 831.229.2105, 831.235.3912, events@detierra.com,

5.) Music/ DJ/ Entertainment

a. DNA Entertainment 831.372.5555, sales@dnaent.com

6.) Restroom Rental

a. STAR Sanitation Services 831.754.6794 Irene@starsanitation.com

7.) Valet Services

a. Nat'l Parking Valet 877.456.7275, contactus@nationalparkingvalet.com

13.) Music and Entertainment. The proximity of local residences to the Hacienda House and Vineyard House is such that venue sounds, specifically sound related to music, must be kept below certain levels. All music must end by 10:00 PM. All music related setup must happen the day of the event.

14.) Electrical outlets and Breakers: If the equipment that will be used the day of the event will require excessive power, it is the responsibility of the CLIENT to have vendors visit site, test equipment and ensure they have everything needed to execute the day of the event. This is particularly important in the case of Caterers, Restrooms, and DJs.

14.Cancellation Policy. The deposit portion of payment is non-refundable (\$1,750, if 50 people or under; \$3,500, if more than 50 people). The total sum (\$3,500 if 50 people or under; \$6,000 if more than 50 people) owed is nonrefundable if the cancellation is made within 90 days prior to the event date. De Tierra Events shall have the right to terminate this contract if the CLIENT fails to meet or violates any terms of the contract, in which case the provisions of this cancellation policy also applies. The CLIENT shall not assign or sub-lease any terms, conditions or services contained in this contract or any interest therein without the written consent of De Tierra Events.

15.Alcoholic Beverages: De Tierra Events acknowledges that the CLIENT may have wine on the premises and that all wine must be purchased from De Tierra Vineyards. CLIENT acknowledges that the serving of all alcohol on the premises is at the CLIENT'S sole risk and CLIENT specifically indemnifies and holds De Tierra Vineyards harmless from any and all liability in connection therewith. An approved, licensed caterer must supply all other liquor. De Tierra Events strictly enforces zero tolerance for underage drinking. Beer and spirits usage is contingent upon agreement with caterer.

As the host of a private party, the CLIENT acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at De Tierra Events during the duration of the event described in this contract. The catering service and its agent will exercise due care in serving alcoholic beverages, and will refuse service to any person appearing to be under the age of 21 or any person who appears to be intoxicated. Identification and proof of age will be requested from any person who appears to be under 21 years of age. Alcoholic beverages will be removed from anyone believed to be a minor or from any intoxicated person. The catering service or its agent will provide all alcoholic beverages consumed in accordance with the laws and regulations of the State of California. The alcoholic beverage service will end no later than 10:00PM. The CLIENT agrees to fully cooperate and assist De Tierra Events, the catering service and its agent in enforcing the laws of the State of California and the policies of De Tierra Events regarding the consumption of alcoholic beverages.

Wine may be purchased from De Tierra Vineyards for use on the day of the event and any excess may be taken home with CLIENT. Client may also bring in beer, sparkling wine, spirits/liquor. The CLIENT must provide licensed and insured beverage servers for the day of the event. De Tierra does not provide service staff for beverages.

16. Responsibility and Security: CLIENT acknowledges that De Tierra Events shall not be responsible for any accidents, injuries, or damages to CLIENT, CLIENT'S personal property, or CLIENT'S guests or their property. CLIENT agrees to indemnify and hold De Tierra Events harmless from any and all liability in connection therewith.

De Tierra Events does not accept any responsibility for damage to or loss of any articles of property left at De Tierra Events prior to, during or after the event. The CLIENT agrees to be responsible for any damage done to De Tierra Vineyards by the CLIENT, CLIENT'S guests, invitees, employees or other agents under the CLIENT's control. Further, De Tierra Events shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from any act or omission of the CLIENT, or any of CLIENT'S guests, invitees, employees or other agents from any accident or causality occasioned by the failure of the CLIENT to control CLIENT'S guests or arising from any other cause. The CLIENT, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against De Tierra Vineyards for any such loss, damage, or injury of the CLIENT or its guests, and hereby agrees to indemnify and hold De Tierra Events free and harmless from all liability for any such loss, damage or injury to other persons, and from all costs and expenses arising there from, including but not limited to attorney fees.

De Tierra Events is not responsible for any items lost or stolen during setup, break down, or the duration of the event or staff on the property.

NOTE: We suggest that at least one private security officer shall be hired for the day of the event. This is to protect CLIENT and De Tierra Events.

17. Children: Children must be supervised by an adult at all times. De Tierra Staff is not responsible for children attending the event.

18. Pets and Animals: Pets and/or Animals must be supervised by an adult at all times. If it is a non-domestic animal, such as livestock of any kind a licensed and insured professional must accompany the animal for the duration of the event. All requirements needed to appropriately and safely take care of the animal for the event are the responsibility of the CLIENT and the accompanying professional. De Tierra Events and/or Staff is not responsible for pets attending the event.

NOTE: Animals are not allowed inside the Vineyard House or Hacienda House at any time for any reason.

19. Clean-Up: All hosts are responsible to leave the property in the condition which it was found, which may include, but is not limited to ensuring the removal of all rented equipment, waste, and immediately alerting the staff to ANY damage, accidental or otherwise, as well as the follow-up to ensure adequate replacement, if necessary. Please remind vendors to take all trash with them, caterers and beverage service in particular.

20. Hacienda House and Vineyards House access: Special Event staff & guests not staying overnight in the Hacienda or Vineyard house are not permitted inside at any time. This is to protect the house, the security deposit, and the belongings of the CLIENTS. NO EXCEPTIONS.

20. Contract Signature. This contract constitutes the entire agreement between De Tierra Events and the CLIENT and becomes binding upon both parties when signed.

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De Tierra Vineyards
Anna Russell

CLIENT
CLIENT'S NAME

