



Corporate Functions, Birthday Parties & Other Special Events Packet

Thank you for considering Silvan Ridge Winery for your next special event!

Established in 1979 and maintained in the tradition of a small European winery, Silvan Ridge is the ideal setting for any birthday party, family reunion, or company party. Located just fifteen minutes southwest of Eugene, our natural setting and vineyard views provide the perfect backdrop for your special day and our beautifully decorated indoor facilities create a formal, yet relaxing atmosphere.

From our intimate dining room to our ever-popular banquet room and tasting room, every aspect of our facility is decorated with good taste and a "vintage" style. We are able to accommodate up to 125 people for corporate functions, birthday parties, and other special events.

For more information, or to inquire about specific dates for your event:

Call Angela at (541) 345-1945 or 1-866-5-SILVAN

Or

E-mail: angelab@silvanridge.com

To view pictures, video, or access an electronic copy of this packet, please visit our website at

www.silvanridge.com

Pricing

- Pricing is based on either afternoon (during business hours) or evening rental times
- Pricing includes use of the Tasting Room and is limited by regular tasting room hours
- A gratuity of 15% of the rental fee will be added to the final bill

Monday through Sunday Pricing- Afternoon (11:00 am to 5:00 pm)

Banquet Room and Patio (seating capacity 100)	\$ 450.00
Dining Room (seating capacity 46)	\$ 300.00

Note: The Tasting Room is open daily from 12-5 pm

Monday through Sunday Pricing- Evening (5:00 pm to 10:00 pm)

Banquet Room and Patio (seating capacity 100)	\$ 650.00
Dining Room (seating capacity 46)	\$ 450.00

Note: The Tasting Room is open Fridays until 9 pm June-December

We do not rent the facility on the following holidays and holiday weekends:

4th of July, Christmas Eve and Day, New Year's Eve and Day, Memorial Day Weekend, Labor Day Weekend, and Thanksgiving Weekend

Items Included in Pricing

- Wine/beer service
- Full use of indoor and / or outdoor areas as specified.
- Use of kitchen facility
- Use of our 12 round tables (each table can seat up to 8 people)
- Use of our 100 folding chairs
- Set up and clean up
- Up to 12 linens for round tables--\$7 per linen charge beyond 12

Items Not Included

- Catering—we do not offer catering or have a contracted caterer so we allow you to hire any caterer for your wedding. We do require that the caterer be professional and licensed and can make recommendations for you if you'd like. We will make an exception to this rule for parties of 40 people or fewer.
- Glassware (water glasses, beer glasses, champagne flutes, etc.) silverware, dishes, napkins, and any other items related to food service—these should be taken care of by your caterer.
- Extra décor for your event, such as an arbor, flowers, table centerpieces, extra candles, etc. We welcome you to bring your own decorating supplies.
- Wine- there is no minimum purchase and we extend a 30% discount off regular retail prices for wine served the night of your event.

Additional Notes

- A non-refundable deposit is required to hold your date and time. The deposit is 20% of your facility rental fee and will be applied to your final balance.
- All charges must be paid in full the night of your event.
- Amount of time given includes all vendors (photographer, band, etc.). Set up may not take place before Noon the day of the event unless otherwise specified.
- We require the use of a professional, licensed caterer except with parties of 40 people or fewer—arrangements must be approved by Event Manager.
- All wine used is limited to wines produced on premise except for champagne.
- Beer is permitted only with winery consent. The winery will serve the beer you bring whether in bottles or from a keg, but the winery does not own or provide any supplies related to beer such as beer glasses/cups.
- The use of rice, birdseed, potpourri, glitter and confetti (of any kind) is strictly prohibited. This includes synthetic flowers/pedals both indoors and out. An additional \$100.00 fee will be added to your bill for any unauthorized use of these items.
- Any damage caused by the use of staples, tacks, nails or duct tape will be charged accordingly.
- Artwork displayed at the winery may only be removed with winery consent.
- The winery does not have a freezer and/or ice
- Parking is limited to designated areas only and subject to availability. Any parking along the road is in violation of Oregon Fire Safety Regulation
- Smoking is not permitted in the buildings.
- Pricing is subject to change at any time, however prices are fixed upon deposit.

FAQs

Q: Would my friends and family be able to come before 5 pm to decorate?

A: Yes- you can come as early as Noon the day of your event to decorate, drop off supplies, etc. Typically the staff person dedicated to your event is there around 3 pm to finish up any final set up duties.

Q: Do we have to pre-purchase wine for our event?

A: No- you can if you would like but typically if you are going to offer wine to your guests we will serve the wines of your choice and keep track of what we serve for your final bill. Keep in mind that if you do pre-purchase, wine is not returnable.

Q: Are there any extra fees that we may incur above and beyond the rental fee, gratuity, and wine?

A: Most likely not- the only time you would incur an extra fee of any sort would be if one or more of the following occurred:

- If you needed more than 12 linens for your event, in which case we charge our cost to rent them which is \$7 per linen
- If you violated point #9 in the contract regarding your caterer's duties during your reception
- If you violated point # 12 in the contract regarding the use of birdseed, confetti, and other synthetic materials

Q: Is it okay to have beer at our party?

A: Yes- you can provide bottles or a keg and we would serve it at no additional cost. You would be required to provide glasses/cups if needed for beer and also ice if needed for a keg.

Q: We would like to have a video presentation during our event. Can you accommodate this?

A: Yes- although you would be required to provide all audio-visual equipment needed such as projector, screen, cords, etc. We would need advance notice so that we could make room for this equipment.

Event Contract

This agreement is between Silvan Ridge Winery, hereby known as the
“Winery” and _____ hereby known as “Renter”.

The Winery agrees to rent (check each that applies)

- Banquet room
 Dining room
 All of the above

This space will be reserved on _____ and will be rented for the fee of _____ ,
(Not including wine and gratuity) based on the following # of people: _____.

Both parties involved agree upon the following conditions:

- 1) The space is to be used for a _____ and only those activities normally associated with this type of event will be allowed. Any other activity not normally associated with this type of event must be approved by the winery before the commencement of the event.
- 2) To secure the winery for a specific date, a non-refundable deposit of _____ to reserve the date must be paid to the winery in advance. Any additional fees will be billed to the renter along with the cost of the wine consumed.
- 3) The rental of the space begins at 5 pm on the day of the event, and ends at 10:00 pm on that same day. Arrangements may be made with the winery for any additional time needed prior to the commencement of the event to set up food prep areas, decorate, rehearse and take photos.
- 4) Final head count is due no later than 5 days prior to your wedding. If your head count increases so that your event will need to take place in the larger room, the fee will be adjusted accordingly.
- 5) Any remaining balance due (Including the 15% gratuity) must be paid in full by the night of your event.
- 6) The renter can engage either a DJ or live music performers for the event but any such music must cease by 10:00p.m. No exceptions.
- 7) We will supply wine glasses however we do not own or provide water glasses, beer glasses, or any other glassware you may need for your event.

- 8) We do not own or provide any arbors, umbrellas, runners, dishes, or silverware. If there is a need for these items, they must also be supplied by your caterer or party rental company. Set up, take down and clean up of all such items is the sole responsibility of the caterer whether or not the caterer actually provided those items. Please see the additional informational page for your caterer for more details. An additional clean up fee of up to 25% of the rental fee may be charged to the renter in the event that the caterer of their choice fails to fulfill this requirement.
- 9) We do not provide electrical equipment for DJs, bands, or other entertainment (extension cords etc.) They are expected to bring any tables, cords, etc. that they need for their performance.
- 10) Hard liquor is strictly prohibited on the premises.
- 11) The use of rice, birdseed, potpourri, glitter and confetti (of any kind) is strictly prohibited. This includes synthetic flowers/pedals both indoors and out. An additional \$100.00 fee will be added to your bill for any unauthorized use of these items.
- 12) It is the renter's and/or caterer's responsibility to supply any beverages other than wine. Only Silvan Ridge wine will be allowed and will be poured and served by the winery staff. The renter will receive a special discount for any wine purchased for the event. Champagne and beer will be allowed.
- 13) The winery is in no way responsible for the actions of animal(s), wild or domestic or insects of any kind, or any disruption, inconvenience or injury that may occur as a result of their action(s). We are also not responsible for inclement weather or anything else that might otherwise be considered "An act of God".
- 14) We are a Winery, and as a winery, the production and sale of our wine is our main objective, therefore, we will not take responsibility for any disruption that may occur as a result of that process. (This applies mainly to events taking place during our Harvest season.)

The above conditions are agreed upon by:

_____ Renter (Date)

_____ Manager (Date)

_____ Renter (Date)

Contact Information:

Names of Bride & Groom: _____

Address: _____

Phone #: _____

Email: _____

Catering Information

The following information is very important for both you and your caterer to know in order for your event to go smoothly and also to avoid any additional fees. Please feel free to give a copy of this page to your caterer as it may assist them in putting together a quote for your event and I would be happy to answer any additional questions that he/she may have.

The winery will provide:

- Up to two 8-foot tables for food plus linens for these tables unless other arrangements for linens have been made with you.
- Wine glasses and wine/beer service
- Bussing for wine glasses
- Final clean up of winery which includes taking down tables, chairs, linens, etc.

The Caterer is expected to provide:

- Food and all items needed related to food service including but not limited to dishes, water glasses, silverware, napkins, serving utensils, chafing dishes, etc.
- Set up and clean up of all of these items
- Bussing for all guest tables
- Refreshment of buffet table if needed
- Clean up of kitchen (if used) and/or any other areas used for bussing, set up, etc.

Please be advised that even if the renter decides to rent all of the dishes, silverware, etc. on their own it is still your responsibility to set up, bus, and clean up these items as needed for the event.

The kitchen is very small but does have a commercial stove and oven, small microwave, and refrigerator space. We do not have a freezer or ice.

The only situation that we allow a caterer to simply drop off food is for parties of 40 people or fewer and advanced approval and arrangements will still need to be made with the Events Manager.

If you have any questions please feel free to contact Angela Bennett at (541) 345-1945 or email angelab@silvanridge.com.

Contact

Please send contracts and deposits to:

Events at Silvan Ridge
Attn: Angela Bennett
27012 Briggs Hill Road.
Eugene, OR 97405

The winery is open daily from 12-5 pm if you would like to take a look in person at the spaces we offer for special events.

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