

**The Farmhouse Bistro at Grapevine Farms – Banquet Contract**  
**518-234-9148**

**Menu Selection**

A wide variety of menu selections are available for your function. If you do not see something listed on the menu, we'll do our best to accommodate your requests. We would be happy to help you create a personalized menu for your one-of-a-kind event.

**Banquet Room**

There will be a \$50 room charge for all events. Prices include room usage of 3 hours. Each extra hour will incur a \$50 per hour charge. Please adhere to the times confirmed for your event as other guests may reserve the room immediately prior to or following your function. Should your schedule change, please contact the Coordinator as soon as possible and every effort will be made to accommodate your schedule. Grapevine Farms reserves the right to inspect and control all private functions.

**Prices**

A 20% service charge will be added to all food and beverage charges and New York State sales tax will be added to all items charged to your function. Menu prices reflect current market prices and are subject to change. Grapevine Farms will guarantee menu prices twelve (12) weeks prior to the scheduled function. A good faith effort will be made to provide all items and service agreed upon however, upon prior notification; we reserve the right to make substitutions for items not readily available. There will be a \$50 room charge per event. Each event includes 3 hours of room usage. Each additional hour will incur a \$50 per hour charge.

**Deliveries**

Deliveries may be accepted no earlier than three (3) days prior to the event (between 10:00am and 4:00pm, Monday-Friday) with prior notification and approval from the Function Coordinator. All packages delivered to Grapevine Farms prior to your function must be clearly marked with the group name and function date. Guests are responsible for removing all items at the conclusion of their event.

**Deposit and Payment Policy**

All events must be held by a \$150 deposit. Payment in full is required on the date the event takes place. Payment may be made by cash, credit card, or check.

**Equipment/Displays/Decorations**

Decorations or displays brought into the restaurant by you must be in accordance with local fire department regulations and approved prior to arrival by the Function Coordinator. Grapevine Farms does not permit the affixing of items to walls, floors, light fixtures or ceilings in any area of the building with nails, staples, tape or other materials except as approved by the Function Coordinator. Table top glass can not be removed from table tops.

**Security/Damage**

Grapevine Farms is not responsible for loss or damages to any merchandise or articles brought onto the premises.

Arrangements may be made in advance for security of exhibits, merchandise, or articles set up for displays prior to the planned event by contacting the Function Coordinator. Grapevine Farms reserves the right to charge you for any damages to the restaurant and store property caused by you or your guests.

**Cancellation**

A cancellation charge of 100% of the total projected bill will be charged to you if you cancel less than seventy-two (72) business hours prior to your scheduled function.

**Alcohol Policy**

Grapevine Farms DOES NOT ALLOW alcoholic beverages to be brought on site. If you wish to include alcoholic beverages at your event, please see the Function Coordinator for our price list. No one under the legal drinking age is allowed to consume alcohol on the grounds. We reserve the right to cease alcohol service at our discretion.

**Guarantee**

**A final guarantee of attendance must be provided to the Function Coordinator one (1) week prior to your scheduled function. Hot Buffet has minimum guarantee of 20 guests. The attendance number you provide constitutes a guarantee which is not subject to reduction. In the event an attendance guarantee is not received one (1) week prior to your function, Grapevine Farms will set the final attendance based on anticipated attendance numbers provided by you and will bill accordingly. In the event the actual number of guests should exceed the attendance guarantee provided by you, or set by Grapevine Farms in the event an attendance guarantee is not provided by you, additional charges will be incurred. Any extra food must remain on premises following the event (unless prior written consent from Function Coordinator). Guests are not permitted to bring food or beverages prepared off-site (without prior consent from the Function Coordinator).**

**Contract**

The above terms and conditions have been outlined to help you plan your event at Grapevine Farm. If you have any questions regarding our terms, please contact the Function Coordinator with your concerns. To ensure you understand and are fully aware of the terms and conditions outlined in your function packet, we ask you to please sign and date this contract below.

**The contract must be sent or faxed to Grapevine Farms no later than one week after you reserve your function.**

Name (please print) \_\_\_\_\_ Phone number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of your scheduled function: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Deposit Received On: \_\_\_\_\_ Deposit Received By: \_\_\_\_\_

**Mail:** Grapevine Farms · 2373 State Route 7 · Cobleskill, NY 12043 **Fax:** 518-234-3792 **Email:** shop@grapevinefarms.com