



## *Facility Rental – Rates and Policies*

The Stonefield Cellars Winery property is a beautiful and unique venue for weddings, receptions, bridal showers, birthday parties, corporate dinners, and other special events. There are various areas available and these can be rented separately or combined to meet the vision and scope of your event.

### **Rental Rates and Hours**

Rental rates are based on number of guests, areas of the facility that are to be used, and number of hours occupied. **Occupancy starts when the first person associated with the event arrives (e.g. Host or other person(s)/vendor involved in setup) and ends when the last guest/catering or other Host hired service staff has departed (Host must stay till the end to pay the final Stonefield Cellars bill).** Partial hours will be prorated by half hour increments.

**Facility rentals for rehearsal dinners, wedding ceremonies, and receptions are available only AFTER normal winery business hours.** Normal business hours are between 12-6pm Thurs, Fri, Sat and 1-6pm Sun.

**Indoor area capacity may be reduced from what is described below or areas may not be available at all depending on health and safety protocols at the time of rental. Seating capacity listed herein is maximum with no restrictions. Please consult with Stonefield Cellars' staff regarding options specific to your needs with potential restrictions in mind. Also, please consider what plan you would like to implement in the event of rain; options include tent rental or rescheduling to another date. Please discuss tent options with us as these vary depending on which outdoor space you are interested in.**

### **Rental Rates Table**

**Daytime Hours (for Day Use Rates) are between 12-6pm Thurs, Fri, Sat & 1-6pm Sun**

**Afterhours (for After Hours Rate) are anytime between 10am-10pm Mon, Tues, Wed, & 6pm-11pm Thurs, Fri, Sat, Sun**

Facility Area	Day Use Rate	After Hours Rate
<b>Barrel Room (semi-private during day)</b> The Barrel Room can accommodate up to 30 guests (with room for food buffet and gift tables) during the day, and up to 54 guests afterhours (food buffet in hallway)	\$75/hour up to 30 guests.	Included in After Hours Main Facility Rental (see below)
<b>Party Pavilion (covered upper patio)</b> This space can be used as a photo booth spot, or as a staging place for caterers during weddings. For smaller private parties, the Party Pavilion can seat up to 20 guests at five 4-person bistro tables and includes one additional 6ft table for food/gift use. This area provides midday shade and light rain protection.	\$60/hour up to 20 guests	\$25/hr (After Hours Requires Main Facility Rental – see below)
<b>Upper Garden</b> – The Upper Garden is a tree-shaded wood chipped area surrounded by greenery and flowers and lit with bistro lighting during the evening. Daytime seating: 5 Picnic tables and 2 bistro sets provide seating for 38. After hours seating capacity ranges from 52 (6 picnic tables and 4 bistro sets) to up to 72 (with picnic tables removed and outside vendor table/chair rental of 9 round tables seating 8 each)	\$85/hr	\$25/hour (After Hours Requires Main Facility Rental - see below)
<b>Front Lawn</b> –The Front Lawn next to the winery building is the perfect spot for rental tents or larger outdoor parties. Dance floors are allowed if they are placed under a tent and are removed within 48 hours (to prevent grass kill). Guest seating tables and chairs are not included (must be rented by outside vendor). Food buffet/beverage/gift tables are provided.	\$385 flat fee for up to 5 hours Private use	\$385 up to 5hr use, (After hours requires Main Facility Rental – see below)
<b>The Main Facility</b> (Winery building and Lower Patio) Includes private access to the Tasting Room, Bathrooms, Barrel Room, Buffet Hallway and Lower patio (see below for descriptions) Depending on Host’s needs, use of up to Nine 6ft tables, two 8ft tables, two 4ft tables, and 54 tan metal folding chairs as well as Lower Patio tables and chairs. Note: Seating for up to 20 guests in the Tasting Room is possible but involves retail removal and will result in an extra \$50 fee.	Full Main Facility not available during daytime	<ul style="list-style-type: none"> <li>• \$225/hr up to 30 guests</li> <li>• \$250/hr 31- 54 guests</li> <li>• \$275/hr 55- 75 guests</li> <li>• \$300/hr for 76- 100 guests</li> </ul> For guest counts over 100, \$30/hr will be charged per each additional 25 guests

Facility Area	Day Use Rate	After Hours Rate
<p><b>Buffet Hallway</b> – The Buffet Hallway is the hallway joining the Barrel Room and Tasting Room together and can be setup as a Buffet Line for larger parties dining in the Barrel Room.</p>	<p>Not available during daytime</p>	<p>Included in Main Facility Rental</p>
<p><b>Lower Patio</b> – The Lower Patio with Gazebo provides a focus for ceremonies, shade for dining, or can be used as a stage for a band, with room on the sides for dancing. For smaller private parties the lower patio can be configured with table seating up to 34 (no band). Complimentary umbrellas or patio heaters are available depending on the season.</p>	<p>Not available during daytime</p>	<p>Included in Main Facility Rental</p>
<p><b>Farm House (Upstairs ONLY - for wedding party preparation)</b>            Requires Additional Facility Rental and Venue Coordinator. The upstairs of the Farm House may be rented for the wedding party preparation (includes a Two Room w/Bathroom Suite for Bride and Bridesmaids, and a separate room across hallway for Groom and Groomsmen). The Farmhouse access is for the immediate Wedding Party use only, i.e., Bride, Bridesmaids, and Mother of the Bride and Groom and Groomsmen – no additional or extended family members or guests can be accommodated due to limited space. Note: Our office and work/storage spaces are located downstairs and are not included in the Farm House Rental. Staff must be able to access these areas at all times.</p>	<p>\$275 flat fee (per wedding event – time can overlap day/after-hours time period)</p>	<p>\$275 flat fee (per wedding event – time can overlap day/after-hours time period)</p>

**Venue Coordinator/Event Planning Service**

Required for Events with 25 or more guests OR for any Wedding Related Events (regardless of size) OR for Front Lawn Rental

The Venue Coordinator provides assistance with needs relative to the Stonefield Cellars Winery facility use during event planning and throughout the time of your event. This service is billed at \$20/hr for each hour of planning/consulting time and each hour of rental time.

### **Additional Rental Items / Items for Purchase**

- Logo wine glasses may be purchased for \$3.50 each
- White Paper Tablecloths may be purchased for \$5.00 each
- High Quality Plastic Cups (25ct) may be purchased for \$5.00 each
- Logo wine glass votive candles (stemmed and stemless) may be rented for \$1.00 each

### *Facility Rental Policies*

#### **Reservation Fees, Cancellation Policy, and Damage Fees:**

- **Check-In:** Host needs to check in with Stonefield Cellars staff upon arrival. A credit card from the Host (or other person financially responsible for the final bill) will be held by Stonefield Cellars at this time. **IMPORTANT:** If any vendors/setup helpers of the Host plan to arrive prior to the Host, please inform them of the load-in location and have them call the winery upon arrival (336-644-9908) for assistance.
- **Check-Out:** Final payment is due at check-out (after all guests and vendors have left and personal items/decor have been removed from rental areas). The final bill will itemize all facility rental charges, beverage and gratuity charges, any venue coordinator fee (if applicable), and any incidentals (if applicable). Any deposit previously paid will be deducted (shown as a credit) on the final bill.
- **Cancellation Policy:** There is a 30-day cancellation period from the date of deposit receipt. Cancellation during this period will result in the charge of a \$50 cancellation fee; the remainder of the deposit will be refunded). After this 30-day period, any cancellation will result in a forfeit of the full deposit.
- **Damages Policy:** You as Host are liable for any damage done to or loss of Stonefield Cellars Winery property during your event and setup/pickup time, whether it is caused by you, your guests, or vendors hired by you. Vendors include but are not limited to rental companies, caterers, florists, photographers, and limousine/bus service providers. You will be responsible for the cost of repairs or replacement charges incurred. Repair vs. Replacement will be at the discretion of Stonefield Cellars Winery.

#### **Wine, Beer, and Other Alcohol:**

- We offer Stonefield Cellars Wine by the bottle and by the glass, a rotating list of bottled beer (not all brands are available, no kegs); and non-alcoholic soft drinks and water. No outside wine or beer allowed (see exception below regarding Champagne or Sparkling wine for toasting only). Group wine tastings are not available.
- **Minimum Purchase Policy:** A **minimum** purchase of wine is required for all events. The following minimums are based on number of drinking age guests attending: **Up to 15 guests** - 4 bottles (or 16 glasses), **16-30 guests** – 6 bottles (or 24 glasses), **31-45 guests** – 8 bottles (or 32 glasses), **46-60 guests** – 10 bottles (or 40 glasses),– **61+ guests**, 12 bottles (or 48 glasses). **Note:** Beer purchased during the rental period will be comparable to: 2 beers = 1 glass of wine, 6 beers = 1 bottle.

- Wine Discounts are by the case (12 bottles) and are as follows: Case discount of 10% will be given for 1-2 cases purchased, 15% will be given on 3 or more cases. There are no discounts for beer.
- If specific wine/beer is desired to be served at your event, those wines/beer need to be ordered and paid for in advance. If wine/beer is not purchased in advance, Stonefield Cellars Winery cannot guarantee that any particular wine/beer will be available.
- Champagne or Sparkling Wine is allowed for toasting only, and there is a \$20 corkage fee for each bottle with a maximum of five bottles allowed. In order to maintain ABC licensee control, all bottles must be held in custody of Stonefield Cellars and uncorked by Stonefield Cellars as needed during the course of the event. Any unopened bottles will be returned to the custody of the host at checkout time.
- Hard liquor is not allowed on the property.

### **Cash Bar, Open Bar, or a Mix of Both**

- For any event we recommend that you let your guests know if there will be a Cash Bar (means guest pays for own, we accept cash or credit cards), Open Bar (Host pays for all, we keep a Tab for any beverages not prepaid), or a Mix of Open and Cash, before the day of the event (it is customary to include this information in the invitation). **Note: Host is responsible to ensure that the minimum wine purchase requirements are met, even if the event is a Cash bar only or mix of Open and Cash bar.** Bar staff will keep a tally of any glasses and bottles of wine (and beer) purchased during the rental period.
- Cash Bar: A Cash Bar means the host does not pay for others' drinks during the event – host and guests pay for their own consumption during the event.
- Open Bar: An Open Bar means the host covers the cost of all beverages provided by Stonefield Cellars. Wines can be pre-paid or we will keep a tab by the bottle. All partially consumed bottles must be purchased in full; we will cork any remaining for Host to take home. For any beverages that have not been pre-paid, we will start a Host Tab which will need to be paid at checkout.
- Mix of Open and Cash: This means that the host pays for a portion of what guests consume, either via pre-purchased bottles, guest's drinks up to a predetermined dollar or number of drinks per guest limit, then once the limit is reached the bar becomes a Cash Bar. Guests have the option of wine by the glass (usually from a pre-selected wine list made by the host), beer by the bottle, or non-alcoholic drinks for the duration of the event.
- Purchases for Take-Home: Hosts and Guests are welcomed to purchase bottles of wine for taking home. Personal purchases can be kept separate from any business-related transactions, please just inform the bar staff at checkout.

### **Gratuity:**

Gratuity is not included in the facility rental fees. For Events with a Cash Bar there is no automatic gratuity, but tips are customary and appreciated. For Events with an Open Bar (Tab) a 20% Gratuity will be added to your final bar tab. For Events with a Mix of Open and Cash a 20% Gratuity will be added to your final open bar tab portion. Again, tipping is customary and appreciated when guests close out any Cash Bar tab.

## **Health and Safety Policies**

**Our goal is to provide a safe environment for you, your guests, and our employees. Please read all health and safety policies carefully and ensure that you communicate them to your guests and third-party vendors.**

### **Health and Safety Policies (subject to change based on local community, regional, state, and or federal recommendations/requirements):**

In addition to the facility cleaning and staff safety procedures we follow, we expect each visitor/guest to follow Safe Practices against exposure to or inadvertently spreading disease during your event.

Please ask guests to refrain from visiting or attending an event at the winery if they have recently been exposed to a communicable disease, whether or not they are symptomatic. Sick children should never be brought to the winery under any circumstances.

Any safety policies in effect at the time of your rental will be communicated to you as Host. Stonefield Cellars requests that you inform your guests of any policies to ensure compliance and safety of guests and staff.

### **No Smoking Policy:**

- Stonefield Cellars Winery is a NO SMOKING property. Due to fire hazard, second hand smoke health hazard (whether from cigarettes, cigars, or vaping devices) and NC smoking ordinances, smoking is not allowed inside any building or any lawn, wooded, or parking lot areas. There really are no areas where second hand smoke will not impact other guests, employees, or animals that are on the property. Please assure that all guests are aware of and adhere to this policy. **Cigarette butts found in our parking lot, lawn, sidewalk, or other area will result in a \$25 cleanup fee.**

### **No Perfume:**

- Please request that your guests not wear perfume or cologne when attending your event as it interferes with the ability to smell & taste wine and many people, including our staff, are allergic to perfume. One way to let your guests know is to address this in your invitation as a note to “Please respect the winery’s Smoke Free/Perfume Free Environment”.

### **No Animals:**

- No pets or animals (associated with either the host or guests) are allowed to be in or on the facility property at any time. Exceptions are made for service animals trained to perform a specific task for its disabled owner. Comfort/Emotional support animals do not qualify as service animals as per the ADA.
- If a guest requires a service dog the host must inform Stonefield Cellars during the process of drafting a rental contract so that our staff will be aware and can make any necessary special accommodations.

**Underage Guests and Children are welcomed.** We are a family-friendly property, but please understand that by law we cannot serve alcoholic beverages to anyone under the age of 21, and we expect you and your guests to follow this law as well. Concerning young children, please be

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considerate of other guests and the Stonefield Cellars property when including young children on your guest list. Young children must be supervised by parents or a designated responsible 'baby sitter' ***at all times, inside and outside***. **Please do not let children walk through the flower beds or on the rock borders. For the health and safety of all guests and staff, please do not bring sick children to the winery.**

#### **Catering:**

- Pepper Moon is our preferred caterer - 336-218-8858. Other ***licensed and bonded*** caterers are allowed but Stonefield Cellars shall be provided with the name and phone number of the Catering Service two weeks prior to the event to coordinate and assure proper delivery and setup procedures. **All food must be prepared offsite and kept warm or cool by caterer or host provided means.**
- We have no catering kitchen or ice maker. **All table linens, service ware including plates, silverware, all types of drink glasses or cups (or see above regarding wine glass option), serving utensils etc. must be supplied by the caterer or host. Ice related to food protection or service or a beverage supplied by caterer/host must also be supplied by caterer/host.** Stonefield Cellars will supply ice and chillers as appropriate and as related to beverages sold by Stonefield Cellars.
- Absolutely NO FOOD CONTAINER or SERVING UTENSIL cleaning is allowed in any Stonefield Cellars sink (bathroom or barrel room sinks). All catering materials (including disposable serving trays) must be removed from the property by the caterer/host. Only used paper plates, cups, and service ware may be discarded in the TRASH receptacle. All recyclable products (e.g., empty water bottles, empty aluminum cans) must be placed in the RECYCLE receptacle.
- BANNED FOODS: No ***exposed raw onions*** are allowed inside the building.

#### **Self Catering:**

- Should you decide to prepare, set up, or serve your own food (not hire a caterer) in whole or in part, the catering policies above still apply. Note that all liabilities related to food safety and service, as well as any activities related to catering and catering person(s) for and during your event will be the responsibility of you as host.

#### **Decorations/Third Party Rental Furniture/Tents:**

- Event hosts are welcomed to decorate with their own personal decorations. Only items that can be tied/untied/draped, e.g., banners, balloons, or fabric can be attached to vertical surfaces. Posters must be supported by an easel or hung with string. All host provided décor, including outside balloons, must be removed by the host at the end of the rental time. Please consult your Venue Coordinator if special assistance is needed (e.g., ladder use, etc.). No decorations are allowed that leave any kind of residue, either inside or outside the facility. No tacks, staples, pins, or tape are allowed on any vertical surface (inside or outside). The following items are **strictly prohibited**: confetti or confetti-filled balloons, gender reveal smoke bombs or other explosive/littering devices, tacks, staples, pins, or tape on any vertical surface (inside or outside). No Stonefield Cellars décor, furniture, or retail items shall be moved/removed or used by the host, guests, or third-party vendor, including photographers, without prior permission to move/remove or purchase.

- **Third Party (outside vendor) Rental items** (e.g., tables, chairs, tents) must be delivered and picked up during normal business days/hours; exceptions will result in an afterhours pick up fee to be paid by the host (\$50 per 2- hour window pickup time). **Delivery and pickup schedule must be confirmed between Third Party Rental company and Stonefield Cellars – contact information of Third-Party Rental company will be provided to Stonefield Cellars by the host. IMPORTANT NOTE:** For the safety of your guests and the health of our lawn, only WIDE legged style chairs can be used in non-paved areas of the property. If you have any questions about this, please get clarification from our staff before you reserve your rental chairs (or advise guests to bring their own)! Dance floors are allowed if they are placed under a tent and are removed within 48 hours (to prevent grass kill). If rental company will not pick up within 48 hours, there will be a \$50 disassembly/storage fee.
  
- **Loading/Parking Zones:**
  - **Setup** - Individuals in charge of party equipment, decorations, band, or catering setup are allowed to unload items for setup nearest the areas involved (e.g., gravel path next to east side of winery building for Pavilion or Lower Patio use, gravel area next to Garden Shed for Upper Garden use, Staff/Deliveries Parking Lot for Front Lawn Use, Winery House parking lot for Winery House use (afterhours only). Once unloading is complete, cars must be parked in either the Staff/Deliveries parking lot or in the Main Guest Parking areas. Up to 5 non-Stonefield Cellars staff member cars are allowed in the Staff/Deliveries parking area (exception can be made if band member/DJ cars are involved). **IMPORTANT NOTE:** No host or guest loitering, socializing, or smoking is allowed on or near our crush pad or in the staff/deliveries parking lot.
  - **Guests** - Guest parking areas include the Main Parking lot (gravel, between woods near winery house and the vineyard) and open grassy area on west side of the driveway. Handicap parking is available near the winery house. See map below for all areas.

**Photography:**

- Stonefield Cellars staff may take photographs of the event. Host agrees to allow Stonefield Cellars use of any photos for marketing purposes.

**Third Party Photography:**

- Stonefield Cellars requires that third party photographers be aware of and adhere to our Photography policies. Host shall provide photographer contact information for inclusion in the Facility Rental Agreement and for communications with photographer prior to the event.





The information provided above may not address all of your questions or concerns. For more information including date availability or to schedule an in-person consultation and property showing, please contact Natalie Wurz at 336-689-4071