



E V E N T C O N T R A C T

Brides Name	
Grooms Name	
<i>Organization/Business Name</i>	
Name Responsible for Billing	
Billing Address	
City, State & Zip	
Shipping Address	
City, State & Zip	
Cell Phone	
Alternate Phone	
Email	
Fax	
Name of Authorized Event Contact <i>Each event must have an Authorized Event Contact as the sole contact point for Chateau aux Arc. During all stages; planning, event & post event all communications and decisions will be discussed with this person only.</i>	
Address	
City, State, Zip	
Cell Phone	
Email	

E V E N T I N F O R M A T I O N

Event Name				
Ceremony	Date :	Access Time :	Start Time :	End Time :
<i>Ceremony Location</i>				
<i>Inclement Weather Location</i>				
Ceremony Rehearsal	Date :	Access Time :	Start Time :	End Time :
Rehearsal Dinner	Date :	Access Time :	Start Time :	End Time :
Reception at Chateau aux Arc	Date :	Access Time :	Start Time :	End Time :
<i>Reception Location</i>				
<i>Inclement Weather Location</i>				
Guest Count				



EVENT RENTAL

<i>Description</i>	<i>Price</i>	<i>Amount</i>
<u>Ceremony & Reception</u> <ul style="list-style-type: none"> • 7 Hour Event <ul style="list-style-type: none"> ○ Ceremony/Reception 4 hours ○ Setup 2 hours ○ Cleanup/Exit 1 hour ○ Event window between 3pm – 11pm only (including setup/cleanup) ○ Use of 2 locations for Ceremony & Reception ○ Chateau aux Arc staff • 1 Hour Rehearsal Ceremony • Event & Rehearsal dates only confirmed upon full receipt of rental fees. Once the ceremony & reception locations have been chosen, change requests are at the sole discretion of management. Additional fees may apply. • Exclusive use of Chateau aux Arc fee: \$4,000.00 per day in addition to the Ceremony & Reception Package price. Please contact us for more details. 	\$3,000.00 (200-350) \$2,500.00 (101-200) \$2,000.00 (1 - 100)	
<u>Ceremony</u> <ul style="list-style-type: none"> • 2 Hour Event <ul style="list-style-type: none"> ○ Includes Setup/Cleanup/Exit ○ Event window between 3pm – 11pm only ○ Use of one chosen Ceremony location ○ Chateau aux Arc staff • Ceremony dates only confirmed upon full receipt of rental fees. Once the ceremony location has been chosen, change requests are at the sole discretion of management. Additional fees may apply. 	\$500.00	
<u>Rehearsal Dinner/Reception</u> <ul style="list-style-type: none"> • 4 Hour Event <ul style="list-style-type: none"> ○ Dinner 2 hours ○ Setup 1 hour ○ Cleanup/Exit 1 hour ○ Event window between 3pm – 11pm only ○ Use of one location ○ Chateau aux Arc staff • Rehearsal date/reception only confirmed upon full receipt of rental fees. Once the rehearsal location has been chosen, change requests are at the sole discretion of management. Additional fees may apply. 	\$2,750.00 (200-350) \$2,000.00 (101-200) \$1,000.00 (1 - 100)	
<u>TOTAL RENTAL COST</u> 50% of the Total Rental Cost is due at the time of signing the Rental Contract; this will hold the chosen dates you have nominated. These dates will not be secured until full payment of the Total Rental Cost is received. The Rental Balance is due 90 days before the earliest event date. If payment is not received by 90 days before the earliest event date, Chateau aux Arc retains the right to cancel the event and the applicant forfeits all monies theretofore paid to Chateau aux Arc. If for any reason the applicant cancels the event after all monies are paid, all monies theretofore paid to Chateau aux Arc will be forfeited. A discount of 5% will apply to the Total Rental Cost when paid in full at time of signing the Event Contract. <i>Note: Events in excess of 350 guests to be quoted separately. Beverage options are not included in the Event Rental Prices – please discuss the ideal Beverage options to suit your individual needs. Chateau aux Arc is not available on dates scheduled for Chateau aux Arc exclusive events, Grapefest or Winefest weekends.</i>		
Deposit: 50% of Total Rental Cost to hold dates at time of signing contract		
Rental Balance prior to 90 days from event date		
*Total Rental Cost less 5% for Events Paid in Full at time of signing contract		

Please make checks payable to Chateau aux Arc

Remit to: Chateau aux Arc, 8045 Champagne Drive, HWY 86, Altus, Arkansas 72821

Office Use Only

Rental Deposit Received at Signing: Amount _____ Check # _____ Date _____

Rental Balance Received (90 days prior to first event): Amount _____ Check # _____ Date _____

*Total Rental Cost Received at Signing: Amount _____ Check # _____ Date _____

Rental Use Policy

Hours

Chateau aux Arc is a functioning business; therefore the facilities will not become available before the hour of 5pm. All guests must vacate the grounds no later than 10pm so cleanup may begin. Changes to the event hours nominated on the Event Information segment of this contract is subject to management approval on a case basis.

Group Size

The number of guests will determine the appropriate location within the designated grounds and the final approval is at the discretion of management.

Rental Space

Rental of the facilities includes use of the Chateau aux Arc tasting room facilities and the adjacent grounds. Detailed instructions will be given to the applicant, and it is the applicant's responsibility to ensure their invited guests remain on authorized rental areas for the duration of the event. Any other areas of the vineyard are off-limits to guests unless expressed permission is given.

Selection of Ceremony & Reception Areas

Chateau aux Arc has a number of beautiful areas to hold your ceremony and reception. These areas must be chosen prior to signing the contract, including inclement weather plans. During your tour of the grounds, you will be able to discuss the options available for rearranging any unsecured Chateaux aux Arc facilities such as benches and wine barrels. This will be at the discretion of management.

Decorations

Installation of decorations must be discussed at the time of signing the contract. While most decorations are acceptable, the respect and safety of the facilities are a must. There are many alternatives to rice, seed and confetti, please discuss your ideas with management to avoid disappointment and please remember this is a working agricultural business. In no circumstances will the following be considered or permitted:

- Flame torches, flame kites - Candle flames must be glass enclosed
- Rice, Birdseed, or Confetti
- No ice sculptures are allowed indoors

Authorized Event Contact

The Authorized Event Contact listed on the Event Information page has been determined by the Applicant to be the sole point of contact for all communications regarding the event. It is the Applicants responsibility to ensure their Authorized Event Contact understands the contract terms and communicates effectively and professionally with Chateau aux Arc Management at all times during the pre planning, event and post event stages. While every effort will be made by the Chateau aux Arc management to ensure the preparation and event goes to plan, if there are any concerns regarding lack of communication between the Authorized Event Contact and the Applicant, Chateau aux Arc reserves the right to deal solely with the Applicant. Each event requires an Authorized Event Contact to be listed as the sole contact point.

Telephone

Due to the nature of the business, the phone will not be answered after the hours of 6pm. Any and all phone calls will be used by means other than the phones within the tasting room (i.e. cell phones).

Music and Dancing

In consideration of the residential areas surrounding Chateau aux Arc, absolutely no amplified music is allowed on the grounds of the Winery. Sound must be kept at a considerate level determined and monitored by management during the event. All music must conclude one-half hour prior to the scheduled end of your event (e.g. 9:30pm). Chateau aux Arc must approve any bands or disc jockeys prior to the event. Any and all damage incurred by the musicians will be the complete responsibility of the applicant.

Parking

Guest parking is available surrounding the Chateau aux Arc tasting room facilities, no parking is allowed on Highway 186.

Smoking

Due to recent Arkansas State Laws, a designated smoking area will be provided if necessary. No smoking will be allowed inside any of the Chateau aux Arc facilities or in/around the vineyards. Cigarette receptacles will be provided for these areas.

Catering Services

All events must be catered by a firm approved by Chateau aux Arc. We will be happy to provide you with a list of referrals appropriate to your event. All caterers must provide copies of the following documents at least 60 days prior to catering any events at Chateau Aux Arc. Certificates of insurance must be in a form and substance satisfactory to Chateau aux Arc Winery and the surrounding area.

1. Copy of current valid catering license.
2. Certificate of General Liability Insurance coverage – current.

If you wish to use a Caterer not on our list, a \$75.00 administrative fee will be charged to the applicant to enable a proper assessment of their legal compliance to operate on our premises. A licensed food handler must also supply any specialty items such as cakes or baked goods.

Your caterer may serve food or beverage on designated event areas. All food preparation must be undertaken within the designated preparation area only. Caterers or self caterers must supply all dishes, plates, cutlery etc. The preparation area must be cleaned, rubbish removed and returned to the original state before departure. The management will inspect the preparation area to ensure compliance.

Deliveries and Installation

Chateau aux Arc is not responsible for the set up, installation, unpacking or packing up of rented tables or chairs etc. A delivery schedule from all vendors (i.e. florists, caterers, musicians, rental hire etc) must be confirmed with Chateau aux Arc management two weeks prior to the event. Chateau aux Arc is not responsible for any materials left in or around the facility prior, during or post the event. Tenting is at the discretion of Chateau aux Arc and must be pre-approved by the manager. Flooring is permitted upon approval, and only on Chateau aux Arc pre-designated areas. All deliveries must be made within the two-hour set up window unless approved prior by management. If additional set up and or decoration time is required, this must be approved by management, and may attract extra cost. Any additional lighting, props, or special set-ups must be pre-approved by the Chateau aux Arc manager. Removal must be completed during the one-hour clean-up period. Any special props, floral materials, etc., must be taken down and removed at the conclusion of the event. Tables, chairs etc must be dismantled and stored in the approved area before the conclusion of the event during the one hour clean up period, ready for collection at the prior approved time.

Clean Up

Client is responsible for cleanup of facilities and grounds, with the exception of inside the tasting room of Chateau aux Arc. Chateau aux Arc will undertake the cleaning of the inside bar and restrooms. If the preparation area has been used, the client is responsible for its clean up and rubbish removal as per the Catering Services Clause. Any damage will be assessed and legal options considered if a financial recompense cannot be agreed between the management and applicant.

Liquor Service & Other Beverages

Chateau aux Arc does not permit clients to provide their own liquor. Only our wines can be served at Chateau aux Arc. No other alcohol can be served or kept on the premises due to Arkansas State Laws. This includes beer, liquor, malt beverages, and any other vinous spirits. No coolers, ice chests, or containers of any alcohol can be present at the event. We reserve the right to refuse service to anyone we find intoxicated beyond a reasonable doubt. Chateau aux Arc staff will be provided during the event to serve our wines. When the wedding ceremony is held at Chateau aux Arc, wine service will be offered only after the ceremony ends. Wine service will end one-half hour prior to the scheduled end of your event (e.g. 9:30pm). Due to National Law, wine may not be served to persons under the legal age of twenty-one. Under no condition can any minor consume or taste wine on the premises. Any minor found being served or consuming alcohol is therefore liable for arrest for violation by the state of Arkansas. Open alcoholic beverages may not be taken outside the designated reception areas. Drinks and food may not be carried outside of designated Chateau aux Arc reception areas. Other beverages such as coffee or tea should be provided by your chosen caterer.

Force Majeure – Inclement Weather

All outside functions must include an alternative inclement weather plan. If the event cannot be held as scheduled due to acts of nature or to other causes affecting the ability of the Winery to host the event beyond the Winery’s control, the event will be rescheduled to another date acceptable to both the Applicant and the Winery, if possible. If it cannot be rescheduled, the Applicant shall receive a refund of any monies paid with no further liability of the Winery to the Applicant. The decision to cancel the event under this clause rests solely at the discretion of the management of Chateau aux Arc, and no claims for compensation other than stated in this clause will be entered into. If during the event, the weather turns or is likely to turn inclement, the management of Chateau aux Arc will determine when the alternative inclement weather plan is enacted. The Client is responsible for the relocation of all hired equipment at that time.



The undersigned has read and agrees to abide by all of Chateau aux Arc polices and will assume responsibility for any damage done to Chateau aux Arc or its contents during the rental period and occurring as a result of using such facilities, including damage by attendees. Furthermore, vendors, my agents, employees, guests, and I will attend and use Chateau aux Arc facilities at our own risk. Chateau aux Arc shall not be liable for any damage arising from personal injuries sustained by any such person on the premises of Chateau aux Arc and we assume full responsibility for such damages. Chateau aux Arc and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left at Chateau aux Arc in connection with an event. In consideration of being granted the right to use Chateau aux Arc facilities, we hereby release and hold harmless Chateau aux Arc, LLC, its commissioners, employees, and agents from any and all claims, demands, or rights of action rising out of such use of Chateau aux Arc and/or its facilities.

I have read and understood the foregoing assumption of risk, rental fees, and rental use policy and release statement.

Signature of Applicant _____

Date _____

Chateaux aux Arc LLC



CHATEAU
AUX ARC

VINEYARDS AND WINERY

Chateau aux Arc, 8045 Champagne Drive, HWY 86, Altus, Arkansas 72821