

# CHATEAU AUX ARC

## Rental Contract for Wedding Receptions & Ceremonies

Name	
Business Name	
Billing Address	
City, State & Zip	
Shipping Address	
City, State & Zip	
Phone	
Alternate Phone	
Email	
Fax	
Tax Exempt ID#	
~Event Information & Details~	
Wedding Ceremony at Chateau aux Arc	
Reception at Chateau aux Arc	
Date of Event	Start Time :                      End Time :
Guest Count	

### Rental Fees

Wedding Ceremony & Reception/ Reception Only	\$700.00
Ceremony Rehearsal (per hour)	\$150.00
Rental Deposit	\$350.00

### Additional Fees

The Villa Rental (For Changing of the Bridal Party)	\$250.00
Grounds Maintenance for Tent (Not Including Tent Rental)	\$350.00
Additional Time per Hour	\$150.00
Clean-up Fees per Hour	\$250.00
*Tasting Charge is \$1.00 per person for wine tasting and guests do not keep the glass*	

Total Rental                      Due Date \_\_\_\_\_ \$ \_\_\_\_\_

## Rental Balance Due 90 Days Prior to Event

## **Rental Deposit Fees Information**

To confirm your date, a deposit of \$350.00 must be submitted with this reservation contract. The rental deposit will be applied to your rental fee. The deposit will be refunded four weeks after your event, unless additional charges are incurred as a result of your rental (i.e. overtime, extra cleaning, building and equipment damages, etc).

### **The \$350.00 Deposit is Non-Refundable If You Cancel Your Event**

You may change the date of your event provided the new date is within 12 months of the original date, and you notify us in writing at least 90 days before change. Only one date change is allowed; date changes are based on availability.

Full payment of the rental fee balance is due 90 days before event. If payment is not received by 90 days before the event, Chateau aux Arc retains the right to cancel the event and applicant forfeits all monies theretofore paid to Chateau aux Arc.

If for any reason applicant cancels event after all monies are paid, all monies theretofore paid to Chateau aux Arc will be forfeited.

### **Rental Information**

A wedding rental consists of a **four hour** event plus two hours for set up and one hour for clean-up—a total of 7 hours. Set up may begin as early as 3:00pm and your event end no later than 11pm. If wedding ceremony is to be held at Chateau aux Arc, your event's start time must be at least one half hour before the ceremony's start time. The Villa is available for rent to accommodate changing of the bridal party.

Chateau aux Arc is a working business and is not able to accommodate morning or day rentals. A fee of \$3500.00 dollars can be assessed if client wants exclusive rights to the use of our facilities during the workday (i.e. closing of our facilities to the general public). Please contact us for more details if you are interested. We cannot under any condition offer this on Chateau aux Arc exclusive events, Grapefest or Weinfest weekends.

### **Rental of The Villa**

The Villa is available for rental depending on that it has not already been rented out for other events. Use of the Villa for changing of the bridal party is available at 2:30pm and can be used until the next day at 11:00am. The Villa will not be available for rental during major local events such as Weinfest or Grapefest, unless client is willing to pay the going rate for those times.

A wedding ceremony rehearsal may be scheduled by Chateau aux Arc staff no sooner than 3 weeks in advance of event, depending on Chateau aux Arc's rental availability. Rehearsal must begin at scheduled time and conclude in the one-hour time period (\$150.00). Additional rehearsal time will be billed at \$75.00 per half-hour, and will be deducted from the rental deposit. No food or liquor may be served during a rehearsal.

The Villa is a non-smoking facility. If guests should decide against Chateau aux Arc policy, to smoke, the undersigned will be assessed a \$75.00 fee. The undersigned is also responsible for any damage to Chateau aux Arc incurred by caterers, other rental companies, and musicians during load-in and load-out.

# **Rental Use Policy**

## **Group Size**

Maximum of 175 guests outdoors on patio. This number is negotiable.

## **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 clean up may begin.

## **Rental Space**

Rental of the facilities includes use of the Chateau Aux Arc tasting room facilities and the adjacent grounds. Any other areas of the vineyard are off-limits to guests unless expressed permission is given.

## **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. All music must conclude one-half hour prior to the scheduled end of your event (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 client.

## **Parking**

Guest parking is available surrounding the Chateau Aux Arc tasting room facilities. Absolutely no parking is allowed on Highway 186, this is a functioning highway and does not need to be blocked by vehicles.

## **Smoking**

Due to recent Arkansas State Laws, a designated smoking area will be provided if necessary. Absolutely 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. Any and all cigarette remnants found not in these receptacles will be subtracted from the security deposit as part of a cleaning fee.

## **Equipment**

Wine glasses will be provided for the event. Chateau Aux Arc requires a count of glasses before the event and a count of the glasses after the event. Any glasses found to be missing or broken/damaged will be a charged \$3.50 per glass.

## **Miscellaneous Points**

- Candle flames must be glass enclosed.
- Rice, Birdseed, and Confetti may not be thrown on the property.
- No ice sculptures are allowed

## 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.

Caterers not on our list will be assessed a processing fee of \$75.00 administrative fee.

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. For safety reasons, guests may not carry food or drink between floors.

## Deliveries and Installation

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 time preceding the event. Any additional lighting, props, or special set-ups must be pre-approved by the Chateau Aux Arc manager. Installation of special decorations or equipment is restricted to the two-hour set-up period prior to the event. Removal must be done during the one-hour clean-up period. Any special props, floral materials, etc., must be taken the evening of the event. Chateau Aux Arc cannot be responsible for any materials left in or around facility. **Final floor plan, set-up instructions, and a delivery schedule from all vendors (i.e. florists, caterers, and musicians) must be confirmed with the Chateau Aux Arc staff one week before the event.**

## Liquor Service & Other Beverages

Chateau Aux Arc does not allow 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 any one we find intoxicated beyond a reasonable doubt. Chateau Aux Arc staff will be provided during the event to serve our wines. When wedding ceremony is held at Chateau Aux Arc, wine service will only be offered only after the ceremony ends. Wine service will end one-half hour prior to the scheduled end of your event (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 there for liable for arrest or 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. All other beverages (i.e. water, soda, coffee, tea) should be provided by caterer.

## Clean Up

Client is responsible for clean up of facilities and grounds, with the exception of inside the tasting room of Chateau aux Arc. Chateau aux Arc will take care of the cleaning of the inside bar and restrooms. A clean-up fee will be assessed and taken from rental deposit, if grounds are not found as they are before event.

**Important: As you formalize your plans with your musicians, florists, caterers, etc., please keep us informed to guarantee that your event goes as smoothly as possible.**



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 \_\_\_\_\_

**Please make checks payable to Chateau aux Arc  
Sign this Contract and the Rental Use Policy**

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

**Office Use Only**

Rental Deposit Received: Amount \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Rental Balance Received: Amount \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Rental Deposit Returned: \_\_\_\_\_