



### Tasting Room Rental Policies

Riaza Wines' tasting room is available to rent for parties/events where the expected attendance is not to exceed 49 people. The space is available during the week (Monday through Thursday) as well as on the weekends (Friday, Saturday and Sunday) during non-tasting room hours (before 12:00pm and after 5:30pm). Rental of the space may be allowed during tasting room hours - depending on the size of the event. Signing of this rental contract obligates you to comply with the following regulations and procedures. Please be sure to read them carefully before signing the contract.

### Deposits and Fees

- An initial \$100, non-refundable deposit is required to hold the date requested. This deposit shall be applied to the balance of the rental contract. The remaining balance is required to be paid on or before the rental date.
- Repairs and/or additional clean-up costs will be billed to you at \$40 per hour.
- Damage to the facility during rental period will be your financial responsibility and may result in the termination of your event.
- A valid credit card number must be provided to hold the rental date and to cover any additional rental fees.
- You, your guests and your caterer cannot arrive prior to your starting rental time unless the tasting room is open and the set up does not inconvenience customers. If the rental exceeds the time period detailed in the contract, the additional time will be your responsibility and shall be billed in half hour increments.
- Rental period must be established in advance and will be billed hourly at a rate of \$100 per hour with a three-hour minimum (this period must include 30-minutes for set-up as well as 30-minutes for clean-up). Rate will be \$125 per hour if outside space is included in rental contract.
- Payment for wine service (as determined below) will be included on the final bill and must be made the day of the event.

### Insurance

- Within seven (7) days of executing this rental contract, you are required to obtain a one-day event insurance certificate naming Riaza, LLC as an additional insured on your policy. A copy of this certificate must be delivered (either in person or electronically) to Riaza Wines. Failure to do so within the allotted time will result in the immediate cancelation of this rental contract and the forfeiture of your non-refundable deposit.



### Rental Facilities

- The rental facilities consist of the main tasting bar (which accommodates 20), the back bar (which accommodates 12) along with barrel high-tops (which collectively accommodate 12).
- Riaza Wines can also make available 8' folding tables (\$5 per table), 6' folding tables (\$4 per table) and folding chairs (\$.50 per chair). Use of these items must be approved prior to the rental date. Any other furniture required will need to be provided by you or your caterer at your own expense.
- Riaza Wines will provide wine glasses for use during the event at no additional charge.
- Any special arrangements must be detailed in this rental contract and agreed to by Riaza Wines at least seven (7) days prior to the event.
- Attendance of more than the number of anticipated guests identified in this rental contract without our prior approval will result in the immediate termination of the rental and removal of your party from the premises.

### Smoking Policy

- The entire tasting room and outside space is a non-smoking area. This policy is strictly enforced.

### Food Service

- A full-service kitchen is not available as part of the rental facilities. Riaza Wines can provide a list of caterers for your reference. You may also contract with a reputable caterer or provide your guests with pre-packaged foods purchased at a store. Homemade food is not permitted.
- Your caterer must provide proof of current liability insurance coverage.
- It is your responsibility to notify the caterer of the requirements stipulated in this contract.

### Wine Service

- Riaza Wines will provide a staff member (or members) to serve wine during the event.
- To help ensure that the requested selection of wines are available for your event, it is strongly recommended that you reserve the wine(s) in advance.
- The cost of wine service will be determined by the number of anticipated guests identified on this rental contract:
  - **1-15 guests:** a minimum wine purchase of one case (12 bottles) will be required.
  - **16-30 guests:** a minimum wine purchase of two cases (24 bottles) will be required.
  - **31-49 guests:** a minimum wine purchase of three cases (36 bottles) will be required.



- Wine purchases may be mixed (as long as the minimum requirements are met) and club members will receive their appropriate discount.
- A 15% service charge will be applied to wine service.
- In accordance with state law, we will not serve any guest who, in our sole judgment, appears to be intoxicated. Nor will we allow any wine to be served to minors who may be attending your event.
- Due to the limits of our state agricultural winery license, no other alcohol is permitted on the premises (including outdoor areas). Bringing beer or any other alcoholic beverage on to the grounds is illegal and will be considered a breach of the rental contract. Any such breach will result in the immediate termination of the rental and removal of your party from the premises.

### Décor/Entertainment

- The Tasting Room may only be decorated in a manner that, in our judgment, does not damage the facilities. All decorations must be approved at least seven (7) days prior to the event.
- Please provide your own tablecloths in addition to any required service items (plates, napkins, silverware, serving spoons, etc).
- No confetti or similar substances will be allowed. Candles may only be used with glass globes. Please consult with us in advance regarding decorations to avoid problems.
- Sonos WiFi music is available – music genre of your choice if tasting room is closed. If tasting room is open then the music choice will be mutually agreed upon at our discretion.
- You may hire appropriate entertainment for your event if you choose. Please notify us if you plan to do so at least seven (7) days prior to the event.
- We reserve the right to remove or modify any aspect of decorations and/or entertainment that we, in our sole judgment, feel poses a safety risk or nuisance to your guests or the general public. We also reserve the right to modify or remove any decorations or entertainment that any of our employees believe is inappropriate.
- Barrels on racks cannot be handled, decorated or moved.
- Please use the attached floor plan to identify how (if applicable) the rental facility is to be set up (i.e. location of tables, chairs, etc.).

### Cleanup

- You and/or your caterer will be responsible for clean up at the end of the event.
- Tasting bars, barrel tops and folding tables (if used) must be completely cleared, trash must be collected from all trash bins that were dedicated to your event and removed to the outside dumpsters.



- Please utilize the provided recycling containers to recycle plastic, aluminum and glass items.
- The caterer's preparation area must be cleaned.
- We will provide replacement trash bags for wastebaskets and will be responsible for washing the wine glasses. The winery staff will also sweep the tasting room after the event.
- You will be responsible for paying for any of the above cleaning (if you fail to perform it yourself) as well as any non-routine clean up following the event. Such charges will be billed to you at the rate of \$40 per hour.



I, \_\_\_\_\_ agree to the terms listed above and would like to reserve the Rianza Wines tasting room located at 2441 S. Stockton Street, Lodi, CA for the following date/times:

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ (including 30-minutes for set-up)

Event Finish Time: \_\_\_\_\_ (including 30-minutes for clean-up)

# of Expected Attendees: \_\_\_\_\_

Caterer (name/phone): \_\_\_\_\_

Additional Details:

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Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Reservation CC# (Visa/MC/AMEX/Discover): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip code: \_\_\_\_\_

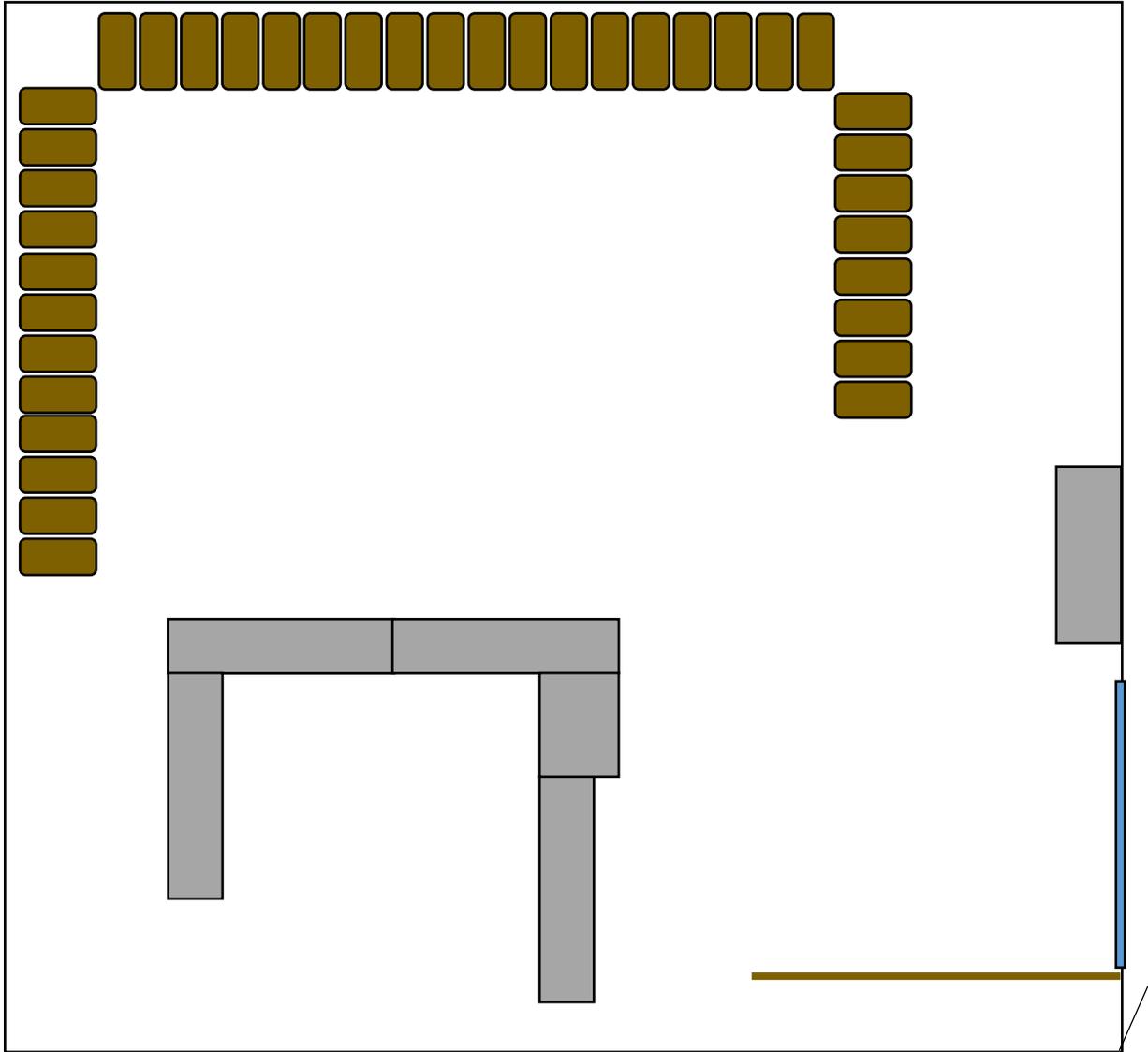
Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Floor Plan  
not to scale

Please use this floor plan to identify how the rental facility is to be set up (if applicable). We can provide assistance (i.e. measurements, layout advice, ect) if requested.



\*please note that everything identified on the above floor plan is stationary (not movable)