

Silvan Ridge
WINERY

SPECIAL
EVENT
RENTAL



Silvan Ridge

W I N E R Y

Thank you for considering Silvan Ridge Winery for your next special event. This packet of information pertains to events such as anniversary and graduation parties, class reunions, birthdays, or corporate functions.

We do host small, intimate weddings of 65 people or fewer during our off-season, which is November through April.

Established in 1979 and maintained in the tradition of a small European winery, Silvan Ridge is the ideal setting for any birthday party, family reunion, or business function. Located just fifteen minutes southwest of Eugene, our natural setting, beautifully decorated indoor facilities and vineyard views create a an elegant and formal, yet relaxing atmosphere.

We are able to accommodate up to 100 people for indoor functions and the pricing included in this packet is for groups of 100 or fewer. Capacity varies based on the season and type of event, with indoor event capacity at around 60 people comfortably. We do host outdoor or a combination of indoor and outdoor events for groups of larger than 100—please call for a custom quote.

For more information, or to inquire about specific dates for your event:

Pricing

- Pricing is based on either afternoon (during business hours) or evening rental times
- We typically only book small parties during our business hours
- A gratuity of 20% of the rental fee will be added to the final bill

Banquet Room (<i>and patio if after 5 pm</i>) for 71-100 guests	\$ 950.00
Banquet Room (<i>and patio if after 5 pm</i>) for 36-70 guests	\$ 750.00
Banquet Room (<i>and patio if after 5 pm</i>) for 35 or fewer guests	\$ 550.00
Dining Room for 21-35 guests	\$ 350.00
Dining Room for up to 20 guests	\$ 250.00

Note: The Tasting Room is open Fridays until 9 pm June-September

We do not rent the facility on the following holidays and holiday weekends:

Memorial Day Weekend, Thanksgiving Weekend, and Christmas Eve and Day.

Items Included in Pricing

- Wine/beer service
- Full use of indoor and/or outdoor areas as specified
- Use of kitchen facility
- Use of up to 11 round tables (each table can seat up to 8 people)
- Use of up to 90 white folding chairs
- Wine glasses for up to 100 people
- Set up and clean up of above items
- Up to 11 linens for round tables

Items Not Included

- Catering: we do not offer catering or have a contracted caterer so we allow you to hire any caterer for your event. We do require that the caterer be professional and licensed and can make recommendations for you if you'd like. We will make an exception to this rule for parties of 40 people or fewer, though arrangements need to be made in advance with management.
- Glassware (water glasses, beer glasses, champagne flutes, etc.) silverware, dishes, napkins, and any other items related to food service. These should be taken care of by your caterer.
- Extra décor for your event such as an arbor, flowers, table centerpieces, extra candles, etc. We welcome you to bring your own decorating supplies.
- Wine: there is a \$250 minimum wine purchase due the night of your event for events with up to 70 guests. Events with more than 70 guests have a \$500 wine minimum.



Q: *Are we able to come before our event to decorate?*

A: Yes— how early depends on the day and time of your event and early arrival for decorating and set up requires approval by Management. Arrangements can be made with the Manager to drop off décor, supplies, etc. the day before if needed.

Q: *Do we have to pre-purchase wine for our event?*

A: No- you can if you would like but typically if you are going to offer wine to your guests we will serve the wines of your choice and keep track of what we serve for your final bill. Keep in mind that if you do pre-purchase, wine is not returnable. There is a \$250 minimum wine purchase for all events up to 70 people, and a \$500 wine minimum for events with more than 70 people.

Q: *Are there any extra fees that we may incur above and beyond the rental fee, gratuity, and wine?*

A: Most likely not- the only time you would incur an extra fee of any sort would be if one or more of the following occurred:

- If you needed more than 12 linens for your event, in which case we charge our cost to rent them which is \$7 per linen
- If you violated point #8 in the contract regarding caterer's duties during your reception
- If you violated point # 11 in the contract regarding the use of birdseed, confetti, and other synthetic materials
- If you do not clean up/remove all of the items you brought to the winery by 11 am the day following your event (See Addendum B)

Q: *Is it okay to have beer at our party?*

A: Yes— you can place an order from our list of local breweries and we will handle acquiring and serving beer. You are limited to 2 beer selections.

Q: *We would like to have a video presentation during our event. Can you accommodate this?*

A: Yes- although you would be required to provide all audio-visual equipment needed such as projector, screen, cords, etc. We would need advance notice so that we could make room for this equipment.