

# ERIN GLENN WINES AT The MINT

710 East Second Street, The Dalles, Oregon 97058  
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## RENTAL AGREEMENT

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

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Event Description: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated # of Guests: \_\_\_\_\_

Is the Event Catered? Y / N Caterer: \_\_\_\_\_

(See list of approved local caterers)

Live Music / DJ Y / N

Erin Glenn Wines at The Mint is happy to offer our historic building for your private event. We provide beautiful, unique and historic environment and expect it to be treated with the utmost respect. The following policies are in place to ensure a safe and successful event for you, to protect against damage to The Mint and to ensure the integrity of Erin Glenn Wines.

### Steadfast Rules:

- You are responsible for your guests at all times during the event.
- Damage to the building or infractions of the rules will result in loss of your security deposit.
- Smoking is strictly prohibited in The Mint building.
- Events are not to exceed 165 people.
- The Mint, LLC. and Erin Glenn reserve the right to approve all activities on the premises.

**Guests:** A representative of the rental party should be stationed at the entrance to check in all guests. A member of the rental party must stay until all guests have left the building. All events must end by 11pm with the building cleared by midnight. When the event is over, a member of the rental party must be the last person out of the building, not including the Erin Glenn staff. You are responsible for the guests at your event.

**Insurance:** A Certificate of Liability Insurance providing \$500,000 of coverage naming Erin Glenn Vineyards as additionally insured is required for all events. Please provide a copy to Erin Schechtel of Erin Glenn at least one week prior to your event.

**Safety:** Fire exits must not be blocked. Lighted candles are permitted in glass containers that exceed the height of the candle. All candle decoration must be approved by Erin Glenn Wines prior to the event.

**Alcohol:** NO OUTSIDE ALCOHOL IS PERMITTED AT EVENTS. All alcohol will be provided by Erin Glenn at terms agreed upon on a per event basis. All alcohol will be served by OLCC certified servers employed by Erin Glenn. There will be NO self-service alcohol at events. Guests found in violation of this policy will forfeit their security deposit.

**Gratuity:** A 15% gratuity will automatically be added to the total bar bill.

**Early Set-Up:** Erin Glenn Wines at The Mint is a business with normal hours during which they are open to the public. Early set-up is available as long as it does not interfere with Erin Glenn's ability to conduct normal business in the tasting room. Please pre-arrange set-up times with Erin Glenn staff so as not to unreasonably interfere with winery operations.

**Cancellation:** Notice of cancellation must be received in writing. Any cancellation after receipt of Reservation Deposit Fee will result in forfeiture of deposit. Cancellation within four weeks and outside of two weeks from the event will result in forfeiture of 2<sup>nd</sup> 1/3 deposit. Cancellation within two weeks of event will result in forfeiture of entire rental fee.

**Cleaning Deposit:** In addition to the above, extraordinary cleaning and/or damage to the building will result in loss of excessive cleaning/damage deposit.

**I have read and understand all the above rules and guidelines. \_\_\_\_\_ (initial)**

Erin Glenn Wines reserves the right to restrict any conduct or activities as it sees fit for the protection and preservation of The Mint building.

Please share these policies with all members of your event planning group.

**I hereby certify that I am the above named applicant or authorized representative and this application is complete and correct to the best of my knowledge. I agree to adhere to the policies outlined above.**

\_\_\_\_\_  
**Renter's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Erin Glenn Wines Representative**

\_\_\_\_\_  
**Date**