

Vintage Wine Bar

Rental Info

When arriving the day of your event, find a manager before setting up. The earliest party time is 11:00 am with a set up time of 10:00 am.

NO OUTSIDE FOOD OR BEVERAGE ALLOWED (except dessert) if supplying your own dessert you must supply plates and napkins.

General Information:

Vintage Wine Bar offers a private room for rent. Max Capacity is 96 people. Kids 5 and under are free so no need to add them to your package order, just your head count . Other customers/general public along with music will be allowed on the patio while events are being held. Event space will open back up to the general public at agreed upon end time. Each party will get 5 hours to set up, have their event and clean up. Extra time can be purchased for \$100 an hour for set up/clean up time. Or you can add an hour to your three hour bar package.

We ask you to leave nothing behind following your event. Any backdrop/decor/etc must be taken

with you following your event.

If anyone at your event is caught underage drinking, the event will be ended immediately with no refund and paid in full.

ALL Beverages and Food are required to be purchased from VWB, alcoholic and non-alcoholic. If you would like to bring in outside food there will be a \$300 charge and you will loose your deposit. Costing a \$500 fee in total.

Billing & Deposits:

Pay with cash and save 3.5%. Always wait till the end of your event and pay in person.

Deposits are required in order to hold parties' date/time slot. All events will have a \$200 deposit. Deposits will be refunded on the day of the event as long as BEO contracts and all event plans are signed 14 days before the event, and no contract agreement sections are breached. Each Contract signed is bound to the date filled. Once each contract is signed the date can not be changed with out losing the deposit. Full payments will be charged day of your event plus 18% gratuity. -There will be a 3.5% CC fee day of your event if you decide to pay with a CC, payment using cash/check will avoid this fee. Once BEO is signed, no adjustments can be made to setup, food, or beverage orders/etc. If changes must be made within 14 days of the event, the deposit will not be refunded. If any party is canceled after the deposit is paid the deposit will not be refunded.

Food:

Once you have your headcount contact CJ to choose your food items. 18 % Gratuity will be added to this bill. If you book on a Wednesday, Thursday or Friday we will give you one free appetizer for you and your guest. Free appetizer options are (Smoked Cream Cheese, Pretzels Bites, Garlic Cheese Bread, and Cannelloni Bites). YOU MUST HAVE A FOOD ORDER TO RECEIVE THE FREE APPETIZER.

Any questions with food contact CJ (618)741-3047 vwbcatering1@gmail.com

Rental Fees:

No Fee for room rental, set up or cleaning.

There is a discount for booking on a Wednesday, Thursday and Friday.

Each event will choose from one of the following beverage packages. 18% gratuity will be added on top of each package. Guest under 21 are charged \$5 for soda, tea, lemonade for options 1, 2 and 3.

If you are wanting to rent the room without choosing a beverage package you can do this and the fee is \$5 a head for every guest over the age of 5. Plus a \$50 set

up/ clean up fee. Beverages can still be pre-ordered and set out. There will be no bartender serving in the event room. All drinks will be served at the main bar inside.

(For example a 40 person party would be \$200 plus \$50 for setup/clean up for a total of \$250.)

Any questions about Beverages or set up call/text Fern 618-612-6551

Option 1.

Beer and Wine only/ includes a bartender

Domestic Beer

House Wine

Includes Unlimited Tea,Lemonade,Soda

Wednesday,Thursday,Friday

14\$ per person over 21 for 3 hours

\$3.5 per person per extra hour

Saturday,Sunday

16\$ per person over 21 for 3 hours

\$4 per person per extra hour

Option 2.

Basic Bar/ includes a bartender

Domestic Beer , House Wine , Rail Liquor

Includes Unlimited Tea,Lemonade,Soda

Wednesday,Thursday,Friday

\$19 per person over 21 for 3 hours

\$4.75 per person per extra hour

(Sparkling wine not included) bottles can be purchased extra.

Saturday,Sunday

\$21 per person over 21 for 3 hours

\$5.25 per person per extra hour

(Sparkling wine not included) bottles can be purchased extra.

Option 3.

Top Shelf Bar/ Includes a bartender

All beer on current menu

All wine on the by the glass menu

Top Shelf Liquor

Sparkling Wine

Includes Unlimited Tea,Lemonade,Soda

Wednesday,Thursday,Friday

\$30 per person over 21 for 3 hours

\$7.5 per person per extra hour

Saturday,Sunday

\$34 per person over 21 for 3 hours

\$8.5 per person per extra hour

Option 4.

Shower Package / Does not include a bartender

Unlimited Mimosa,Sangria,Wine will be set out

Does not include Tea,Lemonade,Soda

Wednesday,Thursday,Friday

\$12.50 per person over 21 for 3 hours

\$3 per extra hour

Saturday,Sunday

\$14.50 per person over 21 for 3 hours

\$3.50 per extra hour

Option 5

Cash Bar/Basic Bar /Does include a bartender

Guests purchase their own drinks. Host pays the remainder if all the guest tabs don't reach \$20 per person.

Example: Party of 50 people. The cash bar bill reaches \$700 and the host will owe \$300 plus 18% gratuity.

By the bottle wine list is not included. Those bottles would be extra.

Extra Drinks can be pre-ordered 14 days before the event and set out the day of. There will be no bartender at the event room bar on Sundays. Individual drinks will be ordered at the inside bar. Unless they are pre-ordered and set out.

Drink Menu

34oz Crafts (4-6) Drinks

Juice (Orange,Apple,Cranberry) 34oz	20.00
Mimosa 34oz	30.00
Sangria 34oz	21.00
Non Alcoholic Sangria 34oz	20.00
Ice Tea (unlimited)	30.00
Lemonade (unlimited)	30.00
Coffee (unlimited)	30.00

(cream and sugar will be set out)

Any beverage item from our current menu can be pre-orderd 14 days before the event and set out. You can find our menu at Vintagewinebar.net . Any alcohol set out will be opened and charged. WE will not set out alcoholic beverages for high school graduation party's or 21 birthday party's.

You can add items like stage,easel, or privacy curtains for an extra fee.

Easel \$10

Curtains \$50

Vintage Wine Bar Catering Menu

Our current catering Menu can be found on our website www.vintagewinebar.net

Questions with Beverage,or set up contact Fern 618-612-6551

Questions with food contact CJ (618)741-3047 vwbcatering1@gmail.com

Decor/Set up and clean up:

Tables and chairs are provided by the Vintage Wine Bar. All decor and clean up are to be provided/completed by the customer. Any open flames/candles, Glitter and confetti are prohibited in event spaces. Additional fees for confetti or glitter usage. Balloons are allowed, additional fees apply if loose balloons need to be retrieved after the event. Command strips and sticky tack are recommended for decor/hanging of decor. Three parking spaces will be provided for easy set up/clean up. Additional parking will be general parking for guests. If guests want tables or chairs moved they must ask a staff member first. Tables are heavy and Vintage Wine Bar is not liable for injury. And guests will have to pay for any damages to the property that is their fault..

Questions with Beverage, or set up call/text Fern 618-612-6551

Glitter Fee \$30

Confetti Fee \$30

Balloon Retrieval fee \$15 per balloon

Wedding rental

We can hold ceremonies, receptions, or ceremonies flipped to receptions. (96 Guest Max)

Flipping a ceremony to a reception is a \$250 fee.

The flip will take approx. 1 hr. Guests will need to be cleared from the room as soon as possible

and begin cocktail hour on the back patio at this time.

Music Schedule:

Wednesdays: 6pm-9pm (Jan-Feb are inside/March-Dec are on patio).

**Thursdays: 6pm-9pm (Jan-Feb are inside/March-Dec are on patio). Fridays:
8pm-11pm**

(Jan-Feb are inside/March-Dec are on the patio). Saturdays 3pm-6pm

(April-December are on

**patio) and 8pm-11pm (Jan-December are on patio). Sundays: 3pm-6pm (Jan-Feb
are**

inside/March-Dec are on the patio).

**Cost to moving an afternoon band (3pm-6pm) inside and off the back patio is
either the bands fee or minimum cost of \$200**

**Cost to moving an evening band (8pm-11pm) inside and off the back patio is
either the bands fee or minimum cost of \$500**