

Landry Vineyards  
5699 New Natchitoches Rd.  
West Monroe, La. 71292  
318-557-9050

**Private Dinner Guide**

(Rehearsal Dinners, Anniversary Dinner, Company Dinners, Small Parties)

Landry Vineyards and Winery is pleased to host your event for rehearsal dinners, anniversary dinners and corporate affairs for:  
~ 36 - 60 inside seated guest  
~ 61 – 120 outside seated guest

**Payment Information**

- Rental shall be \$500.00 which includes 2 hrs. caterer setup, 2 hrs. dinner and 1 hr. clean-up. . Renter will have **fourteen (14) days/2 weeks** grace period to withdraw from the rental contract after signing it to receive the full refund of the \$5000.00 Rental fee. After the fourteen (14) day/2 weeks grace period, if the renter cancels the event at Landry Vineyards, the renter will **NOT** be refunded the \$500.00 Rental fee.
- **Deposit/incidentals of \$400.00 is due one month/30days before the event. The deposit is NOT payment to the rental fee, but will be applied to the final bill and a balance refunded to you.**
- A rate of \$100.00/hr. shall be charged for every hour over above described designated times
- Renter will obtain one million dollars with alcohol coverage Liability Insurance for the event and shall include Landry Vineyards, LLC as insured. (You can contact Richard Anderson with Allstate 318-397-0228 for information). I will provide Landry Vineyards with a copy of the coverage.
- All Saturday events will take place at or after 6:00 p.m.

**Included in the Rental Fee**

- 1 - Facility overseer
- 1 - Bar Tender during the event (serves wine only)
- Use of tables and chairs
  - **Table Sizes:**
    - 3 Round 60 in.
    - 3 Round 40 in.
    - 13 Rectangles 72x30 (6 ft.)
    - 1 Rectangle (5 ft.)
    - 2 Rectangle 36x24 (3 ft.)
    - 6 Rectangle Brown wooden, inside tasting room with 23 chairs
    - Patio Furniture Black Iron: 3 Rectangle, 4 round, 4 chairs at each table
    - 102 White Plastic Chairs

**Event Information**

- **Caterers** - Caterer is responsible to maintain the food during the event and the clean-up of the food after the event. If a caterer is not present during the event, we can provide personnel for these duties. Details **must** be discussed to determine job responsibilities and fees.
- A clean-up person from Landry Vineyards will be present to pick up any used wine cups/wine glasses. Renter's caterer is responsible to maintain/bus the tables (pick up used plates from food, plates from the cake, napkins, forks, drinks, ect.) during the event. Those items must be maintained during the entire event, starting shortly after renters guest have eaten. Please do not wait till event is over. If your caterer does not maintain

those items, please notify Landry Vineyards and either you will be responsible to have someone maintain that duty or we can provide that service to you for \$100.00. The clean-up person from Landry Vineyards is not responsible for maintaining the food, cake, beer and drink cups.

- If catering is provided by you, a family member or a catering company, you will be given one (1) hour after the event time is completed to have all food cleaned up, decorations taken down and placed in the appropriate place. Any additional time will be charged at a rate of \$100.00/hour.
- If renter moves the wrought iron furniture off of the patio, he or she is responsible to place it back. If you do not, you will be charged \$50.00 fee.
- All decorations must be removed from the facility within two business days.
- Renter is responsible for setup of all tables and chairs.
- Renter is also required to pick up the tables at the closing of the event.
- Renter is required to have a designated event overseer who shall be present through cleanup.

### Facility Information

- Beer is allowed, only if Landry Vineyards wine is served at the cost of the host of the party/renter of the facility. A minimal allotted expenditure of Landry Vineyards wine shall be negotiated between Landry Vineyards and the renter. NO other outside alcohol shall be allowed.

### Additional Information

- We do not allow any nailing, taping or stapling to our property or fixtures without permission. With permission, you are allowed to hang certain items from the rafters, however; you are responsible to provide your own ladder. We will NOT provide a ladder and are not responsible in the unfortunate event you should have an accident. \_\_\_\_\_ (initial)
- Landry Vineyards is not responsible for any lost or damaged items. This includes, but is not limited to, any items brought by outside vendors supplying cakes, flowers, tables, chairs, entertainment, decorations or any other equipment.

### Damages

- In the event damages do occur, renter is responsible for all repair charges. The \$400.00 deposit/incidentals will apply to damage cost. Landry Vineyards will obtain repair quotes and shall select repair contracts which shall be at the sole discretion of Landry Vineyards. Any additional repair cost above the \$500.00 deposit shall be paid in full by the renter.

### Misc Items available for rental

- |  |             |                    |
|--|-------------|--------------------|
| • Wine Bellini   | 2.5 gallons | \$ 130.00          |
| • Wine Glasses   |             | \$ .40 each        |
| • Serving & Warming Trays                                      |             | \$ 8.00 each       |
| • Table Cloths   |             | \$ 9.00 each       |
| • Clean up labor   |             | \$ 12.00 hr/person |
| • Set up Labor   |             | \$ 12.00 hr/person |
| • Consultations with wedding planners other than initial visit |             | \$ 30.00 hr        |
| • Black Iron Tiki Torches                                      |             | \$ 4.00 each       |
| • Wedding Arch   |             | \$ 40.00           |

- Food Server (details must be discussed) \$ 300.00

**Not Included:**

- Food
- Event Coordinator
- Setup Planning

***Information and pricing is subjected to change until rental signs a contract.***

***Revised 6-12-2017***

**\*\*\*Renter must provide a copy of the below information to their decorator, florist, baker and All involved with the decorating/decorations for your event.**

- Decorator/florist will have the day before the event to set up for the hours of **10:00 a.m. to 4:00 p.m.**
- Decorator/florist will have the morning of the event to set up for the hours of **10:00 a.m. to 12:00 p.m.** Any time after **12:00 p.m.** renter will be charged **\$100.00/hour.**
- Decorator/florist please do not place any decorations or items in front of the path way, sidewalk area or doorways.
- Decorator/florist please do not place any items in front of display items inside the tasting room.
- Decorator/florist is responsible to clean up and sweep all ruminants of their decorations inside and outside.
- Decorator/florist must be aware that we are open till **5:30 p.m.** to serve customers. A few tables need to be made available for our customers use on the patio or grass area in front of the patio area or deck.
- Cakes may be delivered throughout the day on Saturday. Cakes must come fully decorated. Some assembly may be done, but the majority of the cake must be decorated.