

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

### Wedding Facility Rental Information & Fees

Rental Includes:	1 - 200 attendance	\$4,000.00 Rental Fee
	1 - Bar Tender	
	1 - Clean up person (wine cups/wine glasses)	
	2 - Parking attendants	
	Tables and Chairs	
	Truck for Pictures (available upon request)	
	Barrel Cellar for Pictures (available upon request)	
		\$1,000.00 Deposit/Incidentals

### Payment Information

- 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 \$4,000.00 Rental fee.  
After the fourteen (14) day/2 weeks grace period, if the renter cancels the wedding at Landry Vineyards, the renter will NOT be refunded the \$4,000.00 Rental fee.
- **Deposit/Incidentals of \$1000.00 is due one month/30 days before the event. The deposit is NOT payment of the rental fee, but will be applied to the final bill and a balance refunded to you.**
- Invoicing shall be within seven (7) business days from the event for any additional services or rental items, minus the deposit/incidentals deposit if no damages have occurred. Invoice balance is due seven (7) days after renter is invoiced for services rendered.
- I 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 pm.

### Included in the Rental Fee

- Bar Tender during the event.
- Facility helper is to help guide renter in the set up the day before your wedding and the day of the wedding (10-12:00 pm.)
- 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 completed. 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 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.

- Use of tables and chairs
  - **Table Sizes:**
    - 3 Round plastic 60 in.
    - 14 Rectangle plastic 72x30 (6 ft.)
    - 1 Rectangle plastic (5 ft.)
    - 2 Rectangle plastic (4 ft.) 48x24
    - 5 Rectangle Brown wooden 48x36, inside tasting room with 20 chairs
    - Patio Furniture Black Iron: 3 Rectangle (4 ft.), 4 round (4 ft.), total of 28 chairs
    - 2 Round plastic (4ft.)
    - 102 Plastic White Chairs

### Wedding Rental Information

- **Wedding prep** - One day prior to the wedding is allowed for setup. Any additional days required before the event for setup shall be billed \$100.00/hour.
- **Wedding prep may also take place the morning of the wedding between the hours of 10:00 a.m. – 12:00 p.m. the day of the wedding if on a Saturday.**
- **All weddings are four hours** for wedding ceremony and reception or reception only. Wedding events that exceed four hours shall be approved by Landry Vineyards and invoiced at \$100.00 per hour. Ceremony times begin at 6:00 p.m. or later. The wedding party is allowed access to the tasting room, patio and wedding stage **after 5:00 p.m.** on the day of the event.
- **Wedding Rehearsal** - If the wedding ceremony is being held at Landry Vineyards a one hour wedding rehearsal is allowed the day before the wedding. Any additional time will be charged \$100.00 per hour.
- **Caterers - Caterer is responsible to maintain the food during the event and the clean-up of the food after the event.** If the caterer is not present during the event, we can provide personnel for these duties. Details **must** be discussed to determine job responsibilities and fees.
- 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.

### Facility Information

- Wine prices vary. Discounts do not apply for events held at Landry Vineyards.
- 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.
- You will have access to the tasting room, patio, and stage for your event. In the event of rain, we will open the winery if possible.

### Additional Information

- Landry's permits the use of bubbles and live rose petals outside the building.  
**NO: silk rose petals, bird seeds, sparkles, confetti or rice is permitted anywhere on the property.**
- 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.
- All decorations must be removed from the facility within one business day.
- Renter is responsible for setup of all tables and chairs.
- Renter is also required to pick up the tables and chairs at the closing of the event.
- Renter is required to have a designated event overseer who shall be present through cleanup.
- Renter is responsible to have the rental company pick up all rented items on the next business day following the event.
- **Please call to make an appointment to discuss your event. Please DO NOT drop in expecting to discuss your event with Landry Vineyards personnel without an appointment.**

#### Tasting Room:

- While renter is setting up on Friday, customers may be dropping in. **Please do not set up or block any items in front of the gift shelves, front door inside or outside or in front of the main bar. If Landry Vineyards guest are present, please keep the noise level to a whisper.**
- **Please DO NOT Park on the road to unload your decorations. Please park in the handicap or rock area across from the sidewalk.**
- The tasting room will be open on Sat. 11 a.m. - 5:30 p.m. If any customers are present after 5:30 p.m., a Landry Vineyards representative will let them know that we are now closed.

#### Damages

- In the event damages do occur, renter is responsible for all repair charges. The \$1000.00 deposit/incidentals will apply to damage cost. Landry Vineyards will obtain repair quotes and shall select repair contracts which shall be the sole discretion of Landry Vineyards. Any additional repair cost above the \$1000.00 deposit shall be paid in full by the renter.

#### Misc. Items available for rental

- Wine Bellini 2.5 gallons \$130.00
- Wine Glasses (each) \$ .50
- Serving & Warming Trays \$ 8.00
- 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 Maintenance Service (details must be discussed) \$ 350.00

**Not Included:**

- Food
- Event Coordinator
- Setup Planning

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

**Revised 9-20-2017**

**\*\*\*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 4:00p.m.**
- Decorator/florist will have the morning of the event to set up for the hours of **10:00 a.m. to 12:00 a.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 to customers use on the patio or grass area in front of the patio area.
- Cakes may be delivered throughout the day on Sat. Cakes must come fully decorated. Some assembly may be done, but the majority of the cake must be decorated.