



CASA LARGA

—VINEYARDS AND WINERY—

Wedding General Information

Thank you for considering Casa Larga vineyards for your upcoming event. We offer the following guidelines for your information, as well as, to ensure your total satisfaction.

AUDIO VISUAL EQUIPMENT

We are happy to meet all of your audio-visual needs. Equipment is available on a rental basis. Please consult your events coordinator for details.

BEVERAGE SERVICE

We offer a selection of beverages to compliment your event. Please note that alcoholic beverage sales and services are regulated by the State of New York. Casa Larga, as a licensee, is responsible for the administration of these regulations. Therefore, it is a policy that no alcoholic beverages may be brought into the facility from outside sources. We wish to service your guests as timely as possible; therefore, the bar will close during dinner service to give us the opportunity to restock the bar. Bartender Fee for all bars, excluding packages, will be a \$35.00 (CC: \$36.05) charge for each bartender per hour. (Minimum three hours)

CANCELLATION

If a group finds it necessary to cancel a function, any expenses incurred by Casa Larga or the food service company, in preparation for the function, become the responsibility of the client.

FOOD SERVICE

Casa Larga's food service is provided by the Culinary Alliance, who has given consistently high quality to our guests. Linen, China, glassware and silverware are included.

DECORATIONS AND DISPLAY SETUPS

Any special requirements for receiving or setting up displays, decorations, floral arrangements, computers, etc. should be discussed in advance with your Events Sales Coordinator. There may be additional charges depending on the extent of the arrangements. All damage to the facility caused by decorations, displays or your guests are the responsibility of the client.

DEPOSITS

We require an initial **\$2,000.00 deposit** to secure your reception date as definite. An additional **\$2,000.00 (CC: \$2060.00) deposit** is required six months prior to the date of your reception. The deposits will be applied towards your final bill at full value. In the occurrence of your event cancellation, your deposit shall become property of Casa Larga Vineyards.



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GUARANTEES

A guaranteed number of guests attending your event is required **TEN** business days prior to the event date. This will be considered your minimum guarantee, which is not subject to reduction. If no guaranteed number is provided, you will be charged for the number of people denoted on your contract. We will be prepared to serve 5% over the guaranteed count and will charge for the people in attendance who are added to the guaranteed number.

PAYMENT POLICY

Final payment, for the estimated balance of charges for your event, will be due at the time of your final appointment with our event specialist prior to your event. **Final payment is due by cash, certified check or credit card.** Please note as per New York State Law there are two prices listed for all goods, services and fees. The lower price is a discounted rate for Cash or Check the higher price is for credit card payments.

PRICING

Quotations cannot be guaranteed until six months prior to the date your function will occur. Menu prices are subject to change, not to exceed 10% per year. Final menu selections should be submitted thirty days prior to the function to ensure price and availability of desired menu items.

ADMINISTRATION FEE & SALES TAX: Prices quoted do not include: (1) a 22% service charge (\$220.00 minimum for food; \$110.00 minimum for bar services) and (2) current local sales tax on all charges (unless otherwise indicated above). **THIS ADMINISTRATION FEE IS NOT A GRATUITY OR TIP AND WILL NOT BE DISTRIBUTED TO CASA LARGA EMPLOYEES WHO SERVE YOU AND YOUR GUESTS BEFORE, DURING OR AFTER YOUR EVENT.** Sales tax will be charged unless we have received a Tax-Exempt Certificate before your event. Events that extend beyond the originally scheduled ending time will be charged an extension fee (\$100.00 for every 30 minutes over the scheduled ending time), however, events will be extended **ONLY** with the permission of your Casa Larga on-site contact and the Casa Larga manager on duty.

REFERRAL LIST

Casa Larga may provide a referral list of different vendors and their services to you upon request. The vendors on this list have given consistent high-quality service to many Casa Larga clients. They are not employed by Casa Larga, nor do we benefit from your decision to use them.



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ROOM RENTALS

The rental charge for private rooms is based on many factors pertaining to your event. Changes in counts, times, food and beverage arrangements and dates may change the rental charge. Our facility can accommodate 250+ guests, depending on your set-up requirements.

Ceremony Fee

In addition to a reception, we can also accommodate an on-site ceremony. The additional charge for the ceremony ranges from \$1000.00 (CC: \$1030.00) to \$1,200.00 (CC: \$1236.00) depending primarily upon the number of guests to be seated and location of the ceremony. The Ceremony Fee includes a rehearsal with your bridal party the day before, use of the bridal suite starting at 11:00am. You may request additional time; additional hourly fees apply. The earliest start time for the Bridal Suite is 8:00am.

SECURITY

Casa Larga will not assume responsibility for the damage or loss of any merchandise or articles left in our facility prior to, during, or following your event. Special arrangements for the security of items may be made in advance with your events sale's coordinator.

SHIPPING AND RECEIVING

When sending packages for your events, please include the following information on all packages:

Casa Larga Vineyards

Name of Group

2287 Turk Hill Road

Group Contact Name

Fairport, NY 14450

Date of Function

Attn: Name of Events Sales Coordinator

Delivery dates, as well as arrangements for packages to be shipped out of Casa Larga may be made through your events sale's coordinator.

Please note that our mailing address for correspondence or payment is:

Casa Larga Vineyards • P.O. Box 400 • Fairport, NY 14450