



## **Frequently Asked Questions about private events and parties**

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### ***Do you do private parties? How does it work?***

Imagine – having your very own wine bar for an evening. Our staff will customize a wine menu to Wow even your most discriminating guest and keep you within your budget! The price we charge for wine is significantly less than local restaurants and our selection is vast – if fine wine is the center piece of your next event then you have come to the right place. But that's not all – we also offer a Party Menu that makes the most of what we are best at – exotic cheese courses, gourmet comfort foods, fresh, local produce & veggie's, special seasonal delights. Our menu changes several times a year and you will be surprised at what we can cook up!

Our goal is to make your party or event successful –to us, that means that the host enjoys the event as much as the guests- and we do all the clean up!

### ***How much does it cost?***

When you book a private party, you contract to have the entire store available for your party exclusively – we will not be open to the public during that time. We do have a minimum contract amount which would vary anywhere from \$2000 - \$3500 depending on the day of the week, and the time of year.

Generally, a private event booked on a Sunday through Tuesday is a \$2000 minimum, Wednesday through Thursday is a \$2500 minimum and Friday through Saturday is a \$3500 minimum. Of this amount, \$500-\$1000 (depending on the day of the week) is applied towards a room rental/service fee with the remaining amount allocated towards your beverage and food selections. Tax and an 18% gratuity are in addition to the minimum contract amount.

***How many guests can you accommodate?***

We can accommodate roughly 30 as a sit-down event and as many as 50 for a mingle-walk-around style event. Most private parties are designed to accommodate a mix – some are seated, most mingle.

***What time would my party start and how long would it last?***

Most private events begin between 5:00 and 7:00 and last 2 – 3 hours. Our closing time varies depending on the day of the week and the season.

Our normal hours of operation are as follows:

Tuesday-Wednesday: 3pm – 9pm

Thursday-Friday: 3pm – 10pm

Saturday: Noon – 10pm

Sundays and Mondays: Closed unless private event is scheduled.

In the event you desire to have your festivities continue past our normal closing time, there is a labor fee of \$100 per half hour or portion thereof. Please let us know in advance if you think this may be the case, so we can make sure staff can accommodate your request.

**\*Please Note:** Due to residential/commercial zoning ordinances, The Grapevine is not able to stay open past 10pm (last pour for your private party will be 9:45pm).

***Can I bring in outside food or beverages to a private party?***

We aim to give you the perfect party. Sometimes that means there is some special dish that you desire. When this happens, we will do our best to accommodate your request by having it made in our kitchens or work with local catering/restaurants to get you what you want. Let us know what's important to you!

Generally, we do not allow outside home-made food to be brought in to our private events, and restrict outside catering, however we will make an exception for cakes to be brought in. In the case of outside beverages, we simply do not allow them and have zero tolerance for hard alcohol.

### ***What about decorations?***

When you book a private event – we cater to you! Let us know what you want to do and how long it will take. The only thing we insist on is that you leave the store in the same condition that you found it at the end of your event.

### ***Can children or minors attend a Private Party?***

Our license to serve alcohol prohibits us from having anyone under 21 years old on the premise during tastings or events.

### ***What if some of our guests do not drink alcohol or do not like wine?***

Upon request we will supply soft drinks, sparkling water, special gourmet soda's, ice tea, coffee service and the like. In addition to this, we can offer specialty beers, ales & Sake. Let us know what suits you!

### ***What about special educational events or theme parties?***

We'd love to discuss your ideas and customize an event that meets your vision!

### ***How far in advance do I need to reserve my date?***

To avoid any disappointment, you should reserve your date as soon as you can. Generally our parties are booked 6 – 8 weeks in advance, however, during peak seasons our calendar can book out as much as 3 months in advance. On the other hand, it never hurts to ask about last minute accommodations for an event that comes up suddenly – if we have availability, we can move quickly to create the perfect event for you!

### ***This is great! How do I get my date reserved?***

Reserving your date is simple. We require a deposit for your event equal to 50% of your contract to lock in your date. In the event that you have to cancel your event, this deposit will be refunded in full if the cancellation happens 21 days or more in advance of your event. If cancellation happens fewer than 21 days in advance, some or all of your deposit may be lost.

***I want to have a private party, but my group isn't big enough to justify the minimum contract – what can you do for me?***

Although we do not generally take table reservations, we are glad to reserve a space for groups of 6 – 15. Please note groups over 15 guests would require The Grapevine to shut down, as our space is limited. You can request a special area of the store, such as the garden, the front patio or the front window area (depending on the store and the day). In this case your group can order off of our regular menu and with advance notice we can provide limited group platters. We do not require any deposits for this service, but request that if your plans change please let us know. If for any reason your small group is more than 15 minutes late, we will release the space to other guests. We do not split checks for larger groups and a 18% gratuity will be added to groups of 8 or more. Please be advised that your reservation is subject to cancellation if someone desires to book a private party on that date. Thank you for your understanding.