



WINE TASTING REQUEST FORM

Please complete and submit this Wine Tasting Request Form via email or fax to Leslie Brogan 223-4210 , lbrogan@casalarga.com or fax 585-223-8899.

Casa Larga Requires Your Organization to Provide

- Food and/or hors'doevers must be provided to your guests/attendees/customers;
- Other beverages besides wine: i.e. water, coffee, soda must be provided
- If wine sales are accepted, you must register this event as a Farmers Market with New York State Department of Agriculture.

Pricing Details: All payments made to Casa Larga Vineyards

- Within 50 mile radius of Casa Larga.
 - \$45 per hour for each Wine Tasting Ambassador or Wine Tasting Educator, minimum of 3 hours and to include travel time, set up/tear down time, mileage
- Outside 50 mile radius of Casa Larga
 - \$65 per hour for each Wine Tasting Ambassador or Wine Tasting Educator, minimum of 3 hours and to include travel time, set up/tear down time, mileage,
- Wine Expense is dependent on wine(s) selected

Casa Larga Requires Your Organization to Provide:

- **2 Event Tickets – mail to Leslie Brogan PO Box 400 Fairport NY 14450**
- Tasting Glasses or \$20 per 100 if we provide.
- Ice
- Water Pitcher
- Spit Bucket
- Table and Table cloth
- Chair
- Tent , if applicable
- Electricity, if applicable

1. EVENT INFORMATION:

Date of Event:

Event Name:

Event Location:

Event Time:

Set up time:

Break down time:

County:

Expected Attendance:

Event Ticket Price:

Vendor Admission Fee:

Has CLV provided a Wine Tasting for your organization in the past?

2. ORGANIZATION'S INFORMATION:

Name of Organization:

Organization's Address:

Charity Association:

ST-119.1 ID#:

Contact Name:

Business Phone Number:

Cell Phone Number:

Email Address:

Fax Number:

3. EVENT DETAILS:

What is the name of the Licensed Premise where the wine tasting will be held?

What additional insurance do we need for this event?

Will other wineries be present?

If so, who?

Are we able to sell wine by the bottle or by the glass? If so, your event must be registered with the NY State Department of Agriculture as a Farmers Market.

Will there be an Open or Cash Bar?

4. ADVERTISING/MARKETING

How will CLV be promoted for this event?

Who do we contact to submit CLV logo for your program/advertising (flyer/web/other) of this event?

Name:

Email:

Telephone:

Date Needed By:

Who do we contact to submit a complimentary ad for this event?

Name:

Email:

Telephone:

Ad Size

Date Needed By

Are we provided space to hang a banner at this event?

Yes ____ No ____

NOTE: If you are a tax exempt organization, please fill out this form and return to us with the additional Casa Larga Donation Request Form from our website.

12/02/10