



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 accommodate 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 service are regulated by the State of New York. Casa Larga, as a licensee, is responsible for 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 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 consistent 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 damages 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 deposit** is required six months prior to the date of your reception. The deposits will be applied towards your final bill at the full value. In the occurrence of your event canceling, your deposit shall become property of Casa Larga Vineyards.



CASA LARGA

—VINEYARDS AND WINERY—

GUARANTEES

A guarantee count 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 guarantee number is provided, you will be charged for the number of persons denoted on your contract. We will be prepared to serve 5% over the guaranteed count and will charge for the persons 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. All credit card payments are subject to a 3% convenience fee.**

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.



CASA LARGA

—VINEYARDS AND WINERY—

ROOM RENTALS

The rental charged 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+ people for a sit-down dinner reception. In addition to a reception we can also accommodate a ceremony the additional charge for a ceremony ranges from \$1000.00 to \$1,200.00 depending primarily upon the number of guests to be seated and location of the ceremony.

SECURITY

Casa Larga will not assume the 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 security of items may be arranged in advance with your events sales coordinator.

SHIPPING AND RECEIVING

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

Casa Larga Vineyards
2287 Turk Hill Road
Fairport, NY 14450
Attn: Name of Events Sales Coordinator

Name of Group
Group Contact Name
Date of Function

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

Please note that our mailing address for correspondence or payment is:
Casa Larga Vineyards • P.O. Box 400 • Fairport, NY 14450