



Crane Creek Vineyards thanks you for your interest in our location for your special event. We hope to make your gathering memorable for you and your guests. Whether it is a sit-down corporate dinner for 100, a rehearsal dinner buffet for 50, or an intimate family pasta dinner for 15, your private event will be nothing less than fantastic at Crane Creek.

We pride ourselves in making each private event as unique as possible. However, there are some general guidelines that you should know prior to planning any event at Crane Creek.

EVENT BOOKING REQUIREMENTS

In order to reserve the date and space for your event the following is required:

- *Non-refundable deposit (amount depends on number of guests)
- *Credit Card Number on file. All add-ons at the event or cancellation fees will be charged to the credit card unless other arrangements are made
- *Signed Contract outlining the details of your event
- *A minimum of 15 guests and a maximum of 125 for any private event
- *Crane Creek Vineyards' tasting room is located on the property and has regular operating hours Tuesday-Sunday. In order to devote all of our staff's attention to your event, we can only schedule events in the evening, after 6:30 pm, after the tasting room is closed to the general public. Luncheons may also be available based on the date and size of the event
- *Music is prohibited after 10:30PM.

OUTDOOR FUNCTIONS

Crane Creek Vineyards is an outdoor venue. Your Event Coordinator, Jess, can guide you on what the weather is typically like in the area during different seasons of the year. If you are planning on having an open-air event, we will do everything in our power to make sure everything goes smoothly. Crane Creek Vineyards reserves the right to make the final decision whether an outdoor function remains outdoors based on local weather conditions to ensure the success of the event and safety of your guests. The Barn Swallow Pavilion, which has wonderful views of the vineyards and can seat up to 125 guests, is the perfect way to enjoy the outdoors yet be protected from threats of rain.

Holly Hill, our indoor facility, is also available for private events and is located on property. This space well accommodates 30 seated guests for intimate gatherings or up to 50 guests for a more laid-back mingling atmosphere.

CATERING

Our Culinary Team creates each menu custom to exactly what you are looking for. From a casual picnic under the stars to a formal sit-down dinner, let Crane Creek help you create your vision for the perfect meal for friends and family. Our team is very talented and we have every confidence that we will make your event one that you will never forget!

PRICING

As we design each event specifically to your needs and desires, pricing can vary greatly. We can create a special event within your budget, from casual to gourmet. Everything is billed a la carte (catering, rentals, site fee, wine, etc). Once we have certain details about your vision, we can provide quotes based on the size and scope of your event.

As soon as you know the basics (number of guests, budget, event style, and date) we can begin designing your special day. Call or email us today to book an initial meeting with our event coordinators.

Private Events at Crane Creek Vineyards

Frequently Asked Questions

What is required to book a private event?

To book your private event, we would need a signed contract and non-refundable deposit (deposit amount depends on size and scope of event).

What is the maximum/minimum number of guests for private events?

To book a private event at Crane Creek Vineyards, you must have a minimum of 15 guests. Our maximum capacity is 125 people (for heavy hors d'oeuvres or buffet) and 100 for seated dinners.

How much will it cost to have my event at Crane Creek Vineyards?

There are so many variables involved in creating a private event and because we do every event custom to the occasion, this is a difficult question to answer. If you provide us with details such as desired date, guest count, working budget, and type of meal you would like to have, we can send you price ranges for your event. We bill everything a la carte (tables, linens, dinnerware, site fee, wine, menu, etc), so you can see exactly how much each line item costs. To give us an idea of the details of your event, please fill out the Private Event Information Survey and return it to us. Our Event Coordinator will then get back with you to schedule an initial meeting for us to sit down and discuss the specifics of your event.

Does Crane Creek allow outside caterers?

To ensure that you and your guests have a wonderful dining experience, Crane Creek does the catering for all private events. Our Culinary Team is amazing and you will be nothing but pleased. If you do have a certain outside catering option that you are adamant to use, please let us know and we will consider each one on a case by case basis.

I am interested in having my private event at Crane Creek Vineyards. Can you provide sample menus with pricing?

Price ranges for menus are dependent on many factors (12 guests or 125? Buffet or sit-down? BBQ Chicken or Filet Mignon?) All of these factors play a major role in what the per person price will be for any particular event. We will create a menu custom to each private event. Providing information such as your working budget, guest count, menu style (Italian, Southern BBQ, Surf&Turf?) and what kind of feeling you want to create (casual or formal), we can provide menu proposals with pricing. Catering is based on what you would like to have served at your event. Generally the base is approximately \$30.00-\$100.00 per person depending on the menu selected.

What does the site fee include?

The site fee includes:

- Exclusive use of the area(s) of the vineyard specified in your contract.
- Tables (CCV has ten (10) round sixty (60) inch tables plus a variety tables that can used for buffet, gifts, guest books, etc.)
- Chairs (Accommodating 100 guests. Chairs cannot be dually purposed for the ceremony and reception. If needed, additional chairs must be rented at an additional cost.)
- Linens-White Square
- Napkins-White
- Plates
- Glassware
- Silverware

The site fee does NOT include:

- Bartender
- Servers
- Catering
- Wine
- Beer
- Décor
- Anything that would be considered an outside vendor (photography, cake, music, and etc.)
- Additional Rentals may be required based on the number of people you will have in attendance.
 - You may provide the rentals, but you are then fully responsible for delivery, set-up and pick up.

Any extras are billed a la carte. With million dollar views and a charming environment, we know we have the most unique property in the area for private events.

May we bring in outside alcohol?

Crane Creek Vineyards will supply all alcohol. Crane Creek Vineyards is licensed for wine only. You will be provided with the current list of CCV wines to choose from. If you wish to have beer at your event, please contact your CCV Event Coordinator for the current list of available beers. If you have a favorite beer not on our list, please let us know and we can contact the distributor. Upcharges may apply. No outside wine, champagne, or hard liquor allowed on the premises. A \$500 penalty will be issued to anyone not in compliance.

How much wine should we have for our event, and how much will it cost?

As a rule of thumb, you should allow one bottle per 2 guests (roughly 2 glasses of wine per guest) for your event. This can vary greatly depending on your guest list. We have wines that range in price from \$15.95 to \$27.95 per bottle. We bill wine on a consumption basis, meaning you are only paying for the wine that is actually used for the event. If you want to limit the total amount spent on wine, we can monitor the wine usage throughout the event and alert you when you are nearing that amount. You may also limit the wine list at your event if you choose. We discount wine consumed at events 10%.

What about decorations for my event?

Crane Creek Vineyards does not provide floral arrangements or décor for your event. We will happily provide you with recommendations for florists and event planners. Given the amazing views of the mountains and vineyards, there is really no need for much frill that would take away from the natural beauty of Crane Creek. We prefer setup for events to be between 3:00-5:30 pm on the day of the event.

How much time is allowed for private events?

There is a four-hour maximum time slot for all private events. Because there are private residences on property and due to local noise ordinances, all music must be concluded by 10:30pm, no matter what the start time. Typically, all events begin at 7:00 pm and conclude at 11:00 pm. The property will be closed and secured at midnight. Crane Creek Vineyards' tasting room is located on the property and has regular operating hours on Tuesday-Sunday. In order to devote all of our staff's attention to your event, we can only schedule evening events. Your private event may begin at 7:00 PM. Guests should not arrive before 6:30 PM. This will enable our staff to transition from open to the general public to primarily focusing on your event.

Why should I use Crane Creek Vineyards for my private event when I can get a better deal with another venue?

At Crane Creek Vineyards, the dining experience we provide with our unique property and outstanding cuisine will far surpass any meal you've had at another restaurant or venue. Where else can you dine on delicious food paired with our handcrafted wine as you gaze at the very vines that produced it? Our very own Culinary Team creates each menu custom to the occasion and your vision. Their culinary excellence presented in the scenic environment that exists nowhere else in this area creates a unique feeling that cannot be duplicated. We have every confidence that the dining experience we deliver to our guests is nothing but extraordinary, and worth every penny. There are many other places in the area that could host your private event, but none of them are able to offer the ambience, charm, and romance

that Crane Creek Vineyards can. We look forward to working with you and making your event everything that you envision that it can be.

Private Event Information Survey

Thank you for your interest in Crane Creek Vineyards as a potential site for your special occasion. Please take a moment to fill out our information form and then fax, email or snail mail it back to us. Upon receipt of the information survey we will be contacting you to arrange our initial meeting. The basic information requested in this form will greatly assist us in assuring our first meeting is productive and in keeping with your vision.

Contact Person: _____

Address: _____

Email address and/or phone: _____

Occasion: _____

Desired Event Date: _____

Anticipated Guest Count: _____

Working Budget for Event: _____
(not including off-site vendors such as photography, music, florist, etc)

Event Location and Time: _____

**Site fee includes a 4 hour event. All music must cease at 10:30pm and each event will commence at 11pm. The property will be closed and secured at midnight. **

Are the date and times flexible? YES _____ NO _____

What style event do you envision for your event?

Casual _____ Formal _____ Undecided _____ Other: _____

To ensure that your event goes smoothly and that your guests have a wonderful meal, catering for all weddings is done by Crane Creek Vineyards.

What type of menu are you considering? _____

Heavy hors d'oeuvres _____ Buffet _____ Sit-down Dinner _____ Other: _____

Is there a specific type of cuisine you were interested in or specific menu items you would like to include? (ie Italian, BBQ, Southern, Seafood, Vegetarian, allergies, etc) _____

If you are interested in having beer at your event, please request a list of available beers from the CCV staff. If you have a preference of type, please list here and we can get pricing from our distributor.

Please do not hesitate to call or email if you have any questions. Thank You!

Tasting Room: 706-379-1236

Fax: 706-379-0607

Email address: info@cranecreekvineyards.com Mailing address: 916 Crane Creek Road, Young Harris, GA 30582

Crane Creek Vineyards Private Event Contract

Client Information-

Contact: _____

Address: _____

Phone Number: _____

Email: _____

Event Information-

Event Date: _____

Guest Count: _____

Event Time & Location: _____

*Each event is allotted 4 hours. All music must cease at 10:30pm due to a local noise ordinance. All events will end no later than 11pm. The property will be secured and closed at midnight.

**For outdoor functions, Crane Creek Vineyards reserves the right to make the final decision whether an event will remain outdoors based on local weather conditions to ensure the success of an event and the safety of our guests.

For wedding receptions (without ceremony)

Site Fee: \$1800.00 15-39 guests

Deposit: \$900.00

Site Fee: \$2300.00 40-75 guests

Deposit: \$1150.00

Site Fee: \$2800.00 76-125 guests

Deposit: \$1400.00

For all other private functions

Site Fee: \$750.00 1-75 guests

Deposit: \$375.00

Site Fee: \$1250.00 76-125 guests

Deposit: \$625.00

***Private events booked in October will be subject to a high-season surcharge of \$500.**

***For private events scheduled on Friday nights, we cancel our weekly Friday night Tapas and Live music to ensure the most intimate ambiance and the most attentive service from our staff for your event. To reconcile this cancellation, private events booked on Fridays may be subject to a higher site fee.**

Menu Selection: _____

Catering Information: (does not include sales tax/gratuity): _____

This amount is subject to change based on guest count

Cake Service: \$150 fee, which provides cutting the cake, plates and silverware.

Rentals: _____

(If you provide your own rentals, it is your responsibility to set up, break down and arrange drop off/pick up)

Alcohol: All alcohol will be provided by Crane Creek Vineyards. We are licensed for beer and wine only.

No hard liquor is allowed on the premises. A \$500 penalty will be issued to anyone not in compliance. Please let your CCV Event Coordinator know if you would like to see the list of available beer.

Staff: 1 server @ \$75 per every 25 people
1 bartender @ \$100 per every 50 people

Gratuities: An 18% gratuity will be added to your final bill based on your catering charges and wine consumed on the evening of your event unless other arrangements have been made. Cash gratuity is always appreciated.

Other Vendor Information (officiant, DJ, off-site florist, etc.): _____

Special Instructions: _____

Billing Information:

- ½ of site fee required to book event (non-refundable) Remaining ½ due 60 days prior to event
- ½ catering due 30 days prior to event
- Remaining ½ of catering due 7-10 days prior to event
- An 18% gratuity will be added to your remaining bill the evening of your event based on the catering and wine costs unless other arrangements are made
- Remainder of bill (wine consumption, staff, rentals and any outstanding fees) due day of event

Terms of Agreement

1. PAYMENT- The person signing this contract certifies that he/she has the authority for his/her action on behalf of the organization or parties represented. All contracts must be signed with the appropriate signature and payment method determined before the event can be held. If any of the payments as outlined in the contract are not received by the date due, Crane Creek Vineyards is authorized to charge said payment on the Client's credit card listed on the Credit Card Authorization form. An 18% gratuity will be added to your event at your final payment unless other arrangements are made.

2. GUEST COUNT- The "guaranteed" is the minimum amount of people for which there will be a charge regardless of the number attending. Crane Creek Vineyards requires a minimum number of 12 guests to book a private event. For rental bookings, the guaranteed number should be submitted no less than thirty (30) days prior to the event. For catering purposes, the guaranteed number should be submitted no less than ten (10) working days prior to the event. Any changes in the guaranteed number must be made no later than ten (10) working days before the event. The minimum charge will be for 100% of the final guaranteed number of guests. Any "add-ons" are subject to approval by Crane Creek Vineyards.

3. CANCELLATIONS- Events cancelled will result in forfeiting any deposits made and are subject to cancellation fees. No refunds are given for early departures, late arrivals, or no shows. All cancellations must be submitted in writing.

4. The site fee guarantees the site for the amount of time specified in the contract. There is a four (4) hour maximum for all events. **No music may proceed after 10:30 pm on any given day due to local noise ordinance.** All events will end no later than 11pm. CCV property will be closed and secured at midnight.

5. Changes in details and conditions for the contract may be made only with the express written consent of Crane Creek Vineyards.

6. A written contract and deposit are required to book the date of the event. Further deposits may be required by Crane Creek Vineyards as the date of the event nears. All deposit money is non-refundable on any events cancelled.

7. The site will be available for any off-property vendors to set up for the event during business hours only the day prior to and the day of the event unless other arrangements have been made. Crane Creek Vineyards is in no way responsible and will not assume any responsibility under any circumstances for any damage to any items brought onto the property; including florals, decorations and wedding cakes. Crane Creek Vineyard's will assist, upon request, in the moving or arranging of said items, but will not be held responsible in any way for any items or services provided by outside vendors or lack thereof. In any instance of a Crane Creek Vineyard employee arranging or assisting in any contract requested by a client for a vendor's services, the contract and all responsibilities are assumed by the client.

8. Decorations or displays provided by the client are subject to approval by Crane Creek Vineyards. Event sites may not be altered in any way unless consented to by Crane Creek Vineyards. If the client chooses to do décor and florals themselves, it is the responsibility of the client to bring all items and tools they will need to decorate and to remove all décor and florals the evening of the event, unless otherwise discussed. Crane Creek Staff is not responsible for the set up of décor. Set up may begin at 4pm. If the client needs to borrow items from Crane Creek Vineyards there will be a fee of \$100. If the client does not remove items brought onto the property, they are subject to a \$150 cleaning fee.

9. Alcoholic beverages shall not be consumed by anyone under 21 years of age.

10. Alcohol Policy: All alcohol will be provided by Crane Creek Vineyards. Crane Creek Vineyards is licensed for beer and wine only. If you wish to have beer at your event, please request the list of available beers from your CCV Event Coordinator. **Outside wine and hard liquor are not allowed on the property.** A \$500 penalty will be issued to anyone not in compliance.

11. We are happy to do a simple dessert for your event. However, Crane Creek Vineyards does not have an in-house baker. All formal wedding cakes must be contracted out to an outside vendor.

12. Crane Creek Vineyards provides the following in conjunction with the site fee unless other arrangements have been made:

- *Preparation of grounds and facilities

- *Set up and breakdown of ceremony site

- *Set up and breakdown of all tables, chairs, linens, china, flatware, glassware, and serving containers/utensils for the reception

- *Additional bathrooms

- *Clean up and trash disposal

13. Crane Creek requires each party to designate one contact person or hostess with whom to communicate questions and concerns. This contact person may visit the sites on their own prior to the event if said visit is pre-arranged and does not interfere with other scheduled events. Crane Creek Vineyards does not provide a Wedding/Event Coordinator, but would be happy to recommend one upon request.

14. MENU- At the initial menu selection, preliminary menu selections will be discussed and outlined in the contract. The client may make revisions or additions until two (2) weeks prior to the event date. The client's authorized signature on the final menu is due two (2) weeks prior to the scheduled event. Any special dietary or vegetarian requests should be confirmed in advance, a minimum of two (2) weeks prior to the event.

15. INCLEMENT WEATHER- Crane Creek Vineyards will make every effort to accommodate the event should inclement weather occur or threaten. Crane Creek Vineyards will ultimately make the final decision to change event location should inclement weather threaten or occur. Crane Creek Vineyards shall not be held liable due to unforeseeable circumstances or "acts of God."

16. The undersigned client agrees that Crane Creek Vineyards is not responsible for loss or damage to persons or property belonging to the undersigned or any of the undersigned's guests using the facilities and, thereby, released CCV from any claims for loss or damage to persons or property that arise out of or are connected with the undersigned's use of the facilities, both indoor and outdoor.

17. The undersigned is completely responsible for the facilities and property and assumes liability for any and all damages to the property, including personal property that may occur as a result of the use of the facilities pursuant to this agreement. The undersigned accepts full responsibility for their conduct and condition of their guests, and accepts liability for any charges by their guests and/or damage caused by their guests. Crane Creek Vineyard will not be responsible for any customer's merchandise or articles on the premises at any time.

18. Crane Creek Vineyards and its representatives reserve the right to cancel this agreement at any time, with or without notice, in the event that any term, condition, or promise in the Agreement has been or is being violated. In such case, there will be no reimbursement or credit towards any fee previously paid or any fee still owing.

19. It is understood by the Client that this agreement is tentative and not binding until initial payment and this signed agreement is received.

I have read and understand the details of this contract and the attached Terms of Agreement.

PRINTED NAME

CLIENT SIGNATURE

DATE

CRANE CREEK REP

DATE