



Chatham Hill Winery Groups~ Daytime Groups & Meetings

(Groups of 10 or more)

Please complete this form and fax back to 919.380.1310, Attn: Jill Winkler

◇ Please reference our Catering Menu for food selection and pricing◇

Event Request (to be completed by Client)

Name of Event/Group: _____

Date of Event: _____ Time of Event: _____

(Per person pricing is based on a 2 hour time frame)

Number of Expected Guests*: _____

Type of Event: (circle) Tasting & Tour Only • Tasting & Tour + Catering

Location of Event: (circle) Art Gallery Tasting Room • Winemaker's Barrel Room

If Catering, Menu Selection (circle all that apply):

European Cheese Display ▪ Fruit & Cheese ▪ Bagged Lunches ▪ Dessert ▪ Bottled Water

Name of Party Organizer: _____

Contact Info: Phone: _____ Fax: _____

Email Address: _____

Credit Card: _____ CVV: _____ Exp Date: _____ Zip Code: _____

Estimate and Deposit Information (to be completed by Chatham Hill Winery)

<i>Item</i>	<i>No.</i>	<i>Unit Price</i>	<i>Total</i>
Wine Tasting & Winery Tour			
Food & Beverage			
Other Fees (If applicable) Cleaning (\$25.00 to \$50.00)			
Catering Delivery (If applicable)			
Estimated 7.75% Sales Tax			
ESTIMATED GROUP TOTAL			

Policies & Regulations

- I* All daytime group food and beverage must be arranged by Chatham Hill Winery. All contracted food and beverage charges are subject to a 7.75% NC Sales Tax. **Please see the Catering Menu for charges and selections. Outside food and beverages are prohibited.
- II* * A final guest guarantee is required no later than 72 hours before the event. Changes made within 48 hours may incur additional fees. If guarantee is not received, Chatham Hill Winery will assume the guarantee to be the expected attendance as stated above.
- III* A Cleaning Fee of \$25.00 to \$50.00 (depending on number of people) is required when Food & Non-Alcoholic Beverages are serviced.
- II* A \$75.00 Deposit is required to confirm the requested date. ***By signing, I agree to all terms, conditions, and fees described above. Reservation is not guaranteed until a signed Event Form, with payment information has been received by Chatham Hill Winery and countersigned and returned to client.

Chatham Hill Winery

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