



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 ◊

Name of Event/Group: _____

Date of Event: _____ Time of Event: _____ Number of Expected Guests: _____

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

Location (circle): Tasting Bar (Standing) • Tasting Room Art Gallery (Seated) • Winemaker's Barrel Room (Private)

If Catering, Menu Selection: _____

Name of Event Organizer: _____

Contact Info: Phone: _____ Fax: _____

Email Address: _____

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

Cardholders Name: _____

<i>Item</i>	<i>No.</i>	<i>Unit Price</i>	<i>Total</i>
Wine Tasting & Winery Tour			
Food & Beverages			
Facility Fees			
Cleaning Fees			
Catering Delivery			
Estimated 7.75% Sales Tax + 1% Food Tax			
ESTIMATED GROUP TOTAL			

Policies & Regulations

- I. All daytime group food and beverage must be arranged by Chatham Hill Winery.*
- II. All contracted food and beverage charges are subject to a 7.75% NC Sales Tax plus additional 1% on Food.*
- III. A final guest guarantee is required no later than three (3) days before the event. Changes made within three (3) may incur additional fees. If guarantee is not received, Chatham Hill Winery will assume the guarantee to be the expected attendance as stated above.*
- II. A Cleaning Fee of \$50 is charged with any catering order.*
- I. A 50% Deposit is required to confirm the requested date and remaining balance is due at the conclusion of the event. All events greater than \$1000 will incur a service fee of 4-5% if a credit card is used. To avoid this fee, deposit and balance may be paid by cash or check.*
- VI. By signing, I agree to all terms, conditions, and fees described above and approve charging of above credit card for deposit. Reservation is not guaranteed until a signed Event Form with payment information has been received by Chatham Hill Winery.*

Signed: _____ Date: _____

Chatham Hill Winery

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