



## 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

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: \_\_\_\_\_

Name/Signature of Party Organizer: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Credit Card: \_\_\_\_\_ CVV: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Zip Code: \_\_\_\_\_

<i>Item</i>	<i>No.</i>	<i>Unit Price</i>	<i>Total</i>
Wine Tasting & Winery Tour			
Food 8.75% NC Sales Tax Included			
Other Fees (If applicable) Cleaning			
Catering Delivery (If applicable)			
Estimated 7.75% Sales Tax on Wine Tasting & Tour			
<b>ESTIMATED GROUP TOTAL</b>			

### Policies & Regulations

- I. All daytime group food and beverage must be arranged by Chatham Hill Winery. Please see the Catering Menu for charges and selections. Outside food and beverages are prohibited unless approved by Chatham Hill Winery. If this policy is violated, guests will be requested to vacate premises immediately.
- 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. to \$50 (depending on number of people) is required when Food & Non-Alcoholic Beverages are served.
- IV. A 50% Deposit is required to reserve the requested date. Cancellation Policy: 14 days before event, deposit forfeited; Cancellation 13 to 0 days before event, 100% of Projected Total Revenue will be charged to credit card on file.
- V. All guests consuming wine must be 21 years of age or older and will be expected to have proper identification to prove such. If any guest under the age of 21 years is found consuming alcohol, event will be immediately ended.
- VI. By signing, I agree to all terms, conditions, and fees described above.

Chatham Hill Winery

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