



2023-2024

EVENT RENTAL INFORMATION

These pricing details are designed for corporate and not-for-profit event rentals. If hosting a wedding, please visit our website to view our Wedding Venue Guide that includes package details and pricing information.

## WHITE BARN EVENT SPACE

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Hourly Rate = \$200/hour with a 5 hour minimum

The White Barn is the large indoor event space at the winery that includes vaulted ceilings with wood beams, large wood burning fireplace and expansive windows overlooking the lake and grounds. This large event space holds up to 200 guests (depending on the setup needs) and is perfect for holiday parties, corporate events, not-for-profit fundraising events, business retreats, and more.

### Availability

The White Barn is available for hourly rentals year-round except for Fridays & Saturdays during peak wedding months (May, June, September & October). If a weekend is desired during these peak months, please review our Celebration Package below that would allow your event to be hosted on a Friday or Saturday any time during the year and includes all décor, setup, coordination and clean-up. Weekday rentals may begin as early as 7am EST and must end no later than 10pm EST. Saturday rentals begin no earlier than 10am EST and must end no later than 12am EST. Sunday rentals may begin no earlier than 10am EST and end no later than 10pm EST.

### Rental Includes:

Use of the White Barn event space with tables and chairs for 200 guests, all additional tables needed for food, check-in table, etc. use of kitchen for food prep by licensed caterer & use of tasting room bar with no bartender fees. Set-up of chairs, tables, and black tablecloths included, but cleaning is the responsibility of the client. Cleaning includes trash removal during and after event, all tabletops cleared, and all items brought into the space must be removed. Use of the outdoor grounds and patio included, but no setup of decor can be placed in common areas during open tasting room hours. All decor and setup must remain inside the White Barn area. Podium, microphone, speaker, projector and screen are all available upon request. Wood burning fireplace can be used during your event (in cooler months). Please note: Our round guest tables seat 8-9 guests max. Long tables can accommodate up to 14-16 guests.

## CELEBRATION PACKAGE

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RATE = \$4,000 (FULL-DAY)

This package is for non-wedding events such as corporate parties, banquets, fundraisers, anniversary parties, etc. This package is available year-round and any day of the week.

### Package Includes:

- All-day use of the White Barn for up to 175 guests (10am EST – 11pm EST)
- Day-of-event coordinator to help with all details and coordination
- Event staff will decorate for your event using in-house decorations based on desired look
- Our staff takes care of all the setup, arrangement, break-down, clean-up and trash removal.

## PRIVATE WINE TASTINGS

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Gather your staff or a group of friends together for a private wine tasting experience for 2 hours in the tasting room or on the covered pavilion (no additional room rental is needed). Guests will receive a guided wine tasting by our staff, complimentary glass of wine/beer, plus charcuterie will be setup for your guests to enjoy during the visit.

**Monday – Friday or Sunday**

**\$40 per person (20 guest min./40 guests max)**

Please note that these private wine tastings take place in our tasting room or under our covered pavilion and are subject to availability of our staff and the room. All private wine tastings held inside the tasting room can only be scheduled outside of our normal business hours.

For groups of 40+, inquire about pricing and availability. These events of 40+ guests would be hosted in our large event space (White Barn).

## BAR OPTIONS

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During all events, the tasting room bar can be open for wine and beer sales and staffed with our helpful bartenders at no additional charge. Due to state laws, no outside alcohol is permitted on the property. Please note that liquor, such as hard alcohol, is not available at this venue and Indiana law does not allow for an outside vendor to serve alcohol on our premises or for guests to carry-in their own alcohol. All alcohol consumed on the property must be purchased from our venue.

### **Open Bar = \$25/person**

Our unlimited open bar option allows for an open bar for 5 hours. This includes all alcoholic and non-alcoholic drinks for your guests for 5 hours. The \$25/person includes all taxes and gratuity. Guests can choose all drink selections from the bar (both alcoholic and non-alcoholic), along with a drink station of non-alcoholic beverages that include tea, lemonade and water. Bar drinks are served in glassware and drink station is supplied with plastic glassware, ice, and sugar packets for tea. Please note that our Open Bar drinks are served by the glass only from our tasting room bar (no flights or bottles). Full bottles of wine to be placed on guest tables can be purchased at an additional cost.

### **Consumption Bar = \$ Per Drink Consumed**

A consumption bar is available, and cost is assessed based on the number of drinks your guests consume. Non-alcoholic drinks would be a separate cost, but soft drinks could be included in the consumption bar options that guests can order at the bar. With this option, the paying party puts a credit card on file at the beginning of the event and settles the bar tab at the end of the event or once they desire for the consumption bar to be closed and moved to cash bar. We do require that non-

alcoholic drinks (at least water) be provided to guests at no expense for the duration of the night either through a caterer or by purchasing our Unlimited Beverage Option.

### **Cash Bar = Guests pay per drink**

The bar is open and guests can purchase drinks at their own expense (cash or credit card). We do require that non-alcoholic drinks (at least water) be provided to guests at no expense for the duration of the night either through a caterer or by purchasing our Unlimited Beverage Option.

## **Additional Drink Options**

### **Unlimited Beverage Option (non-alcoholic) = \$85/drink**

Our non-alcoholic unlimited beverage service includes dispenser of beverage, cups, ice, sugar packets, creamer, mugs, etc. (depending on the drink of choice). The winery staff will setup the beverage table and keep the drinks refilled throughout the entire event. Tea, lemonade and coffee are available as part of the unlimited beverage service. Water is available at no charge if purchasing an unlimited beverage option. We recommend checking with your caterer before purchasing this option, in case it is already included in their cost.

### **Private Outdoor Bar + Cocktail Tables = \$250**

We will staff our outdoor bar with 1-2 bartenders for a private bar experience during your event (for up to 3 hours). We will also setup cocktail tables on the lawn/pavilion + outdoor appetizer table setup if desired. Please note that we will work with you on selections for this outdoor bar but some drinks, such as ciders on tap and slushies, will only be available at our tasting room bar.

### **Custom Labeled Wine = \$500**

Add a special touch to your day with custom labeled wine. Select one of our wines to be served on your special day. Our in-house graphic designer will create a custom label to match your business or event graphics (or you are welcome to design your own - provided a template). This includes 24 custom labeled 750ML wine bottles. The wine can either be served at the tasting room bar, placed on the guest tables, or given as gifts to staff/guests. All unopened wine can be taken home by the client at the end of the event. Please inquire about current availability of wines for custom label as not all varieties are available year-round. Additional bottles (over the 24 bottle minimum) can be purchased for \$20/bottle.

### **Wine Glassware on Guest Tables = \$1.25/glass (+\$.75/glass filled)**

All alcoholic drinks are served from our tasting room bar, but if wine bottles are desired to be available on guest tables, glassware will be needed at each place setting. The winery can provide and place wine glasses (champagne style, or stemmed/stemless wine glass) at each place setting for an additional fee. This is often desired for a champagne toast. If you are purchasing bottles of wine in advance to be set on guest tables, we are happy to keep them chilled and will place on the guest tables at a scheduled time.

If filling glassware at each place setting with wine/champagne for a toast during the event is desired, our winery staff can accommodate by providing staff to not only place the bottles of wine on each table but to fill each glass with the selection of your choice. This requires an additional \$.75/glass to have staff on hand for this (1) time table service during the event.

## FREQUENTLY ASKED QUESTIONS

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### **Not-For-Profit Discount**

The Sycamore Winery offers a 15% discount on all facility rental fees to not-for-profit organizations. Under Indiana law, the not-for-profit discount cannot be applied toward alcoholic beverages or private wine tastings.

### **Security Guard**

\$40/hr (typical evening events require a security guard when alcohol is being served)

One guard is required for large parties running after 5PM and must be onsite until all guests have exited the building and grounds.

### **Catering Requirements**

A licensed and insured caterer must be used if serving food. No self-catering allowed. A licensed and insured caterer is required to stay onsite for the duration of the food service timeframe to keep food at proper serving temperature, to refill and clean up all food serving areas. Please note that only licensed and insured catering staff will have use of the kitchen for prepping and staging. No cooking is allowed onsite. There is no cold or warm storage available and all serving ware must be provided by caterer.

### **Vendor Requirements**

All vendors performing services onsite at the winery must be insured and have a vendor contract on file with the winery prior to event date. This includes djs, photographers, videographers, food vendors, event coordinators, etc.

### **What is required to secure my event date?**

All facility rentals require a non-refundable deposit due at booking to reserve date. Deposit amount required is 50% of the facility rental/package fee. Deposit amount will be applied toward the final rental fee. Payment is due in full no later than 90 days prior to event date. When booking an event less than 90 days from the date, payment in full will be required. A signed rental contract is required for all facility rentals/packages and a credit card must be on file for any damages. No person under the age of 21 can rent the facilities or sign a rental contract. All rental pricing above does not include 7% Indiana sales tax.

### **Cancellation Policy**

In the event of a cancellation, all payments made to date are nonrefundable. All parties must notify The Sycamore Winery of their desire to cancel and a cancellation contract will require signature from all

parties. Rescheduling an event is considered a cancellation of the original contract and all payments made toward that specific event date are non-refundable. A new deposit and contract would be required to secure a new date for your event.

### **What time can I access the facility to set-up for my event?**

This depends on if you purchased a package or booked an hourly facility rental. If no package is purchased, the time reserved and listed in your contract/invoice is the time you have available to setup, hold your event, and clean up. If additional set-up time is needed for your event, additional hours can be reserved at a fee or it may be best to consider purchasing a package for your special event.

### **Clean-Up**

Clean-up is the responsibility of the client and vendors. Clean up includes all tables to be cleared, all trash to be removed from building and put in dumpster near building, all items brought into the building need to be removed (including all food), assure caterer has cleaned the kitchen area (this is the responsibility of the client if caterer fails to clean), and all spills need addressed. Caterers are always responsible for cleaning all areas they use. A detailed checklist and information regarding clean-up will be provided with contract. If the client does not properly clean after their event, a cleaning fee will be assessed and deducted from their credit card on file.

### **Decoration Restrictions**

Confetti, glitter (this includes any fabric that contains loose glitter), silly string, bird seed/rice, shedding feather boas, open flames, smoke/fog machines, and live animals (indoors) and anything that can damage walls or beams are all items that are not allowed at The Sycamore Winery. Only battery-operated candles are permitted. Use of nails, glue, tape, command hooks or staples anywhere in the building is not permitted. All decorations must be freestanding and not attached to the walls, windows, trim, beams, etc. in any way. All decorations must be removed by the end time on your rental contract.

### **Parking**

Our paved and gravel parking lot will accommodate all large-scale events with 200 max capacity. No parking on the grass is allowed without prior permission from owners. Guests are welcome to leave their cars in the parking lot overnight if needed.

### **Children/Minors**

All ages are welcome to be inside the winery, including the tasting room bar area. All children under the age of 16 must be supervised at all times while on The Sycamore Winery premises. Children are not allowed unsupervised in the bridal loft at any time or outside on the grounds.