

Silver Horse Winery

Facility Rental Information



Silver Horse Winery would like to thank you for your interest in our facility and would love the opportunity to make your wedding or special event the best it can possible be.

Please look over our contract and let us know if we can answer any of your questions and/or concerns.



Event Facility Policy

PRICING

The SILVER HORSE facility can be rented for weddings and receptions, special events, and or private parties.

- For group sizes of 50 or less, the rental fee is \$3,500 and use of the barrel room is an option.
- For group sizes of 51 to 100, the rental fee is \$4,500.
- For group sizes of 101 to 200, the rental fee is \$5,500.
- For group sizes of 201 to 300, the rental fee is \$6,500.

GUARENTEE DEPOSIT

A guarantee of total attendance must be **confirmed (2) weeks prior** to your event to SILVER HORSE, the caterer, and rental company. You are responsible for payment of the guaranteed amount. Initial ____

Payment schedule is as follows:

- 1st payment – To book the site (\$1,500.00) **non-refundable.**
- 2nd payment – Two months prior to the event (\$3,000.00, or \$2,000 for groups size of 51 to 100, or \$1,500 for group sizes of 50 or less) **non-refundable.**
- Final payment – Two weeks prior to the event (remainder of the group size fee) plus any addition costs (see below) **non-refundable.** Initial ____

SECURITY DEPOSIT

An additional \$1,000.00 (paid in the form of a credit card) security/ cleaning deposit is required for Weddings, Receptions and Special Events. Post event additional clean-up is as follows but not limited to: any additional items requiring removal, returning, repairing, and excessive cleaning or damage. Once the post-event review is complete and additional cleaning unnecessary, your security deposit will be refunded within 10 business days of your event. Your card will not be charged until you have had a walk through consultation. Initial ____

TIMES

The facility is available after 5 pm until 10 pm. An additional hour may be available at \$500.00. No time will be available past 11 pm. The main patio may have alternative times available upon special request.

Having the event start earlier than 5:00pm requires an additional \$200.00 per hour.

You will be able to setup for your event as early as Friday morning and take down must be complete no later than 11:00am the day after your event. A \$100.00 per hour fee will be charged to your credit card for every hour passed 11:00am time that the clean-up is to take place. You will also have 1.5 hours to perform your rehearsal walk through the night before your event. If you would like to have your rehearsal dinner at Silver Horse Winery, there will be a \$500.00 per hour fee. Initial ____

TABLES & CHAIRS & HEATERS

- 24 – 60" round off white tables
- 2 – 6'x30" rectangle off white tables
- 3 – 8' rectangle folding wood tables
- 200 - folding off white chairs
- 2 - outdoor heaters Initial ____

COORDINATION

SILVER HORSE does not have an on hand wedding/special event coordinator/planner. A SILVER HORSE employee will be on hand during the event to ensure the proper use of the facility only. We highly recommend you hire a coordinator to ensure that your event runs exactly as you planned it. Initial ____

VENDORS

We request that you use vendors from our preferred vendor list. We have had nothing but exceptional service from these people. Initial ____

TASTING ROOM

The Tasting Room is available for event tasting at the beginning of any event for one hour. Guests may purchase wines at a 10% discount during this time only. A tasting fee will apply or you may purchase wine in advance for your guests at a discount of 15%. Initial ____

RESTROOMS

Restrooms will be provided for guests in the tasting room when using the barrel room. Mobile restrooms will provided to the side of the event facility. We provide 2 standard portable restrooms for smaller groups and for larger groups we provide 3 or 4 standard portable restrooms. If you would be interested in upgrading the restrooms, we can provide you with a quote. Initial ____

TRASH SERVICE

A three yard trash bin will be provided for use by your caterer and decorator. Initial ____

SECURITY

Security is required at all Silver Horse Winery Events. A Security Guard or guards will be provided for the amount of guests. Initial ____

MENUS

All food must be purchased through a licensed & INSURED caterer. Initial ____

WOOD FIRED OVEN / BBQ AREA

To use the outdoor kitchen for cooking purposes only, a \$500.00 fee will apply. Initial ____

BEVERAGES

During specific events we will allow for outside beer and Champagne to be brought in. Additional SILVER HORSE Wines may be purchased through the tasting room. SILVER HORSE wine will be discounted 15% for any event. There will be a \$15.00 corkage fee/bottle for any outside wine brought to the event (Champagne/Sparkling Wine excluded). Initial ____

DECORATIONS

Decorations must be approved by the SILVER HORSE event staff in advance. Items may not be attached to the walls, furniture, or property without prior consent. We reserve the right to charge for damage to the property or when excessive clean-up is required.

We will work to support your personal style as well as the style of SILVER HORSE WINERY. Initial ____

ENTERTAINMENT

We welcome outside musicians and other entertainment specialists to our site. Please note that we reserve the right to discontinue any entertainment that we deem inappropriate as well as end the event before agreed time. Music volume will be monitored at all times. Any violations received by the authorities during the event will be taken out of the security deposit. Initial ____

EVENT PARKING

Event parking will be provided at the main entrance to the facility for all guests and marked with a sign. Wedding party, family members, and senior citizens may park up top next to the facility. Site is handicap accessible. You are responsible to inform them of the parking arrangements. Initial ____

SHUTTLE SERVICE

You are required to hire a shuttle service for after event transportation. It is highly recommended that you hire such service for the entire event. Please ask for details. Initial ____

SILVER HORSE WINERY RENTAL COST SHEET & AGREEMENT

Date of Event: _____ Number of Guests: _____

Name: _____

Address: _____

Phone: _____ Cell: _____

Email address: _____

Facility Rental (\$3,500 or \$4,500 or \$5,500 or \$6,500.00)	\$ _____
Extended Hour (10pm -11pm) Fee (\$500.00/hr) if applicable	\$ _____
Early Hours Fee prior to 5pm (\$200.00/hr) if applicable	\$ _____
Rehearsal Dinner (\$500.00/hr) if applicable	\$ _____
Restroom Rental Fee (if applicable)	\$ _____
Wood Fired Oven/BBQ (\$500.00 for Cooking)	\$ _____
Outside Wine Corkage Fee (\$15.00/bottle) if applicable	\$ _____
Prepaid Tasting Fee (\$3.00/person) if applicable	\$ _____
TOTAL	\$ _____

WINE COST SHEET	
Wine #1 _____	\$ _____
Wine #2 _____	\$ _____
Wine #3 _____	\$ _____
3L wine _____	\$ _____
(make payment to "Silver Horse Winery" for alcohol)	TOTAL \$ _____

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Make checks payable to "Stephen Kroener" & send to: 630 River Oaks, Paso Robles, Ca 93446

PAYMENT SCHEDULE	AMOUNT	CHECK #	DATE PAID
1 st payment Non-refundable	\$ 1,500.00	_____	_____
2 nd payment Non-refundable	\$ _____	_____	_____
Final payment Non-refundable	\$ _____	_____	_____
Security Deposit (Credit Card)	_____	_____	_____

Card will only be carded after consultation with you.

By signing below you agree to all the terms and conditions herein.

_____	_____	_____	_____
FINANCER'S SIGNATURE	Date	SILVER HORSE WINERY REP.	Date
_____		Stephen Kroener	
(print name)		(print name)	

CERTIFICATE OF INSURANCE (CoI)

We require all weddings and events to enlist a CoI. This is called an "Event Insurance Policy" and can be purchased through Paso Robles Insurance. Please give them at least (1) month lead-time to prepare the documents. Caterers and Guests will not be allowed on-site until a copy of the CoI is posted at Silver Horse Winery! Initial_____

Please feel free to contact Stephen Kroener or Jenn Hocker at SILVER HORSE Winery.
805-467-9346 | 805-467-9414 (fax) | steve@silverhorse.com | jenn@allureeventdesigns.net

Notes: