

GENERAL INFORMATION AND POLICIES

1/4

MINIMUM FOOD AND BEVERAGE GUARANTEE

A minimum food and beverage purchase is required to reserve any of the event spaces. Should the actual expenditure for food and beverage fall below the required minimum, the group will be responsible for the difference between the minimum guarantee and the actual amount expended for food and beverage. The food and beverage minimum does not include tax or service charge.

EVENT CANCELLATIONS AND RESCHEDULING

If the event, as outlined in the Event Agreement, is canceled or rescheduled, all payments made prior to the cancellation or rescheduling are forfeited. This includes, but is not limited to, deposits, facility rental fees, and food and beverage orders. Cancellations must be submitted and confirmed in writing with an event associate.

DEPOSIT/PAYMENT REQUIREMENTS

A non-refundable deposit of 50% of the minimum food and beverage guarantee, an Authorization for Credit Card Use form, and signed Event Agreement are required to secure your event date. The deposit will apply to the final invoice.

The full facility rental fee, for all spaces listed in the agreement, is due 30 days prior to your event date. All estimated food and beverage charges and all other incidental charges, as outlined in the Event Invoice, are due 14 days prior to your event. Any charges incurred at the event are charged upon the conclusion of your event to the credit card on-file, unless other arrangements have been made and are noted in the Event Agreement.

If, for any reason, payment is not made upon conclusion of the event, a delinquency charge of 2% shall be applied to all balances due. Prairie Berry LLC accepts cash, check, Visa, MasterCard, American Express and Discover cards. A 20% service charge applies to all food and beverage served and services provided. A 4% sales tax applies to all invoices.

FACILITY RENTAL INCLUSIONS

Your facility rental fee includes up to nineteen 60-inch round tables, 150 padded banquet chairs, plates, glassware and flatware. Linens are not included, but we are happy to arrange for an additional charge.




events

at **Prairie Berry Winery**

23837 HWY 385, HILL CITY, SD 57745 • PHONE: 1.877.226.9453
EVENTS: 605.574.9631 • EMAIL: PARTYPLANNERS@PRAIRIEBERRY.COM

GENERAL INFORMATION AND POLICIES

CONTINUED

2/4

EVENT HOURS AND OVERTIME CHARGES

- Facility rental fee includes the full day of a wedding/reception, and a 4-hour rental for all other private events. This time frame may be extended for \$250 per hour if arrangements are made in advance.
- Guest arrival and departure times designated on the Event Agreement must be adhered to.
- Prairie Berry LLC is not responsible for the service of your guests arriving prior to the scheduled event time.
- If guests stay beyond the scheduled departure time, overtime will be charged to the credit card on file at \$500 per additional hour, and will not be pro-rated.
- No rental charges will be refunded if the event ends prior to the contracted time.
- All private events must conclude prior to 12:00 midnight.

INCLEMENT WEATHER

If you are planning an outdoor event, wedding and/or reception, Prairie Berry LLC will not be held responsible for inclement weather conditions. The ceremony or event will be held in the space designated in the Event Agreement, as there are no indoor backup areas available. With prior notice, tenting is available as an upgrade at the client's expense.

FOOD AND BEVERAGE INFORMATION

Due to state and local ordinances, all food must be consumed on the premises and purchased solely through Prairie Berry LLC, with the exception of cakes and cupcakes, and pre-packaged mints, nuts, and candy. Prairie Berry LLC is not responsible for any damage to outside cakes or cupcakes delivered in advance and stored on the premises. Any leftover cake items not removed at the conclusion of the event will be promptly disposed of. Due to health standards, leftover menu items from buffet tables cannot be taken home.

Please be aware that Prairie Berry LLC has a beer and wine license, but not a hard liquor license, which requires all beverages be dispensed by our associates. Only wine-based beverages and beer may be served. Guests in violation of this policy and applicable law will be asked to leave the premises immediately. Prairie Berry LLC, and its associated staff members, have the right to refuse service to anyone. Beverage service ends 30 minutes prior to the scheduled event end time noted in the agreement.



GENERAL INFORMATION AND POLICIES

CONTINUED

3/4

You are encouraged to select wines from the current Prairie Berry wine offerings. Should you desire to provide your guests with wine or beer not produced by Prairie Berry LLC, we are happy to provide (if available) from our supplier. Additional charges will apply.

GUARANTEES AND MENU SELECTIONS

Menu selections, final guest counts and dietary restrictions, for all functions, must be specified 14 days prior to the event. This guest count will be considered a guarantee, not subject to reduction. Charges will be made accordingly. If the guarantee is not received 14 days prior to your event date, Prairie Berry LLC will use your estimated guest count listed on the Event Invoice.

DECORATING

Groups are responsible for all decorating and teardown. Glitter, confetti, sparklers and fireworks are prohibited. Candles are permitted as long as they are contained in a glass votive. Client shall not affix anything to walls or ceilings without the prior approval of Prairie Berry LLC. All décor belonging to the client must be removed immediately following the event unless other arrangements have been made. Decor left after an event for later pick-up, that is not approved, is subject to a minimum cleaning fee of \$250. Prairie Berry LLC has a small inventory of decor items available for rent. Please discuss these options with your event associate.

AUDIO/VISUAL

Audio/visual resources are available upon request. Request for usage must be received one week prior to the event. Additional fees may apply.

PARKING AND TRANSPORTATION

Prairie Berry LLC provides complimentary on-site parking for event guests. Specialty shuttle or group transportation is available for a contracted fee, at the client's expense. Client must make arrangements in advance. Please note, Hill City does not have a taxi service.



GENERAL INFORMATION AND POLICIES

CONTINUED

4/4

OUTSIDE VENDORS

A copy of all outside rental contracts (including, but not limited to: florist, photographer, audio/visual, decorations, tables or chairs) must be provided to Prairie Berry LLC seven days prior to the event. Set-up and breakdown times, storage requirements and property usage, outside the outlined event time on the contract, must be approved. Vendors are to alert Prairie Berry LLC Event Staff when they arrive on property. Items left after events for later pick-up, that are not approved, are subject to additional charges at the client's expense.

TAX EXEMPTION

Should your organization have a tax-exempt status, Prairie Berry LLC must receive a copy of the current tax-exempt letter from the South Dakota Department of Revenue 14 days prior to the event date.

OTHER INFORMATION

- The Homestead at Prairie Berry is a non-smoking, pet-free facility. Service animals are accepted.
- Client is responsible for any damage caused, by any guest in attendance, to Prairie Berry LLC property, structures, or grounds.