

# CLE Urban Winery Event Planning Sheet

(This form must be completed and returned to the winery to secure your reservation)

Point of Contact/Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Number of People: \_\_\_\_\_

Bringing in Outside Food? (Circle One)      YES      NO

Other Special Requests:

\_\_\_\_\_

Read and initial the information below and communicate this to your event guests:

Parking: EVENT HOST IS RESPONSIBLE FOR ADVISING ALL GUESTS ON PARKING SITUATION.

- Parking for the winery is available in the surface lot and garage behind the Cedar-Lee Theater.
- Winery guests **MAY NOT** park in the Dewey's Pizza parking lot adjacent to the winery.
- Quarters are required for the parking meters. Winery staff **CANNOT** provide quarters for parking.
- A free municipal parking lot is located on Cedar Rd one block west of Lee Rd.
- Valet parking is available on Lee Rd on Friday and Saturday evenings.

Food/Beverages:

- Event guests are expected to purchase wine although there is no minimum required.
- You must provide your own plates, napkins and utensils.
- All outside food must be kept at appropriate serving temperatures.
- **NO OUTSIDE ALCOHOL IS PERMITTED;** you may bring in non-alcoholic beverages.

Decorations/Setup:

- Balloons must be anchored; NO glitter or confetti; NO open flame candles.
- Decorations may NOT be affixed to winery walls and must be removed after the event.
- Your event is anchored in a section of the winery but the entire winery will be open to the public.
- Event anchor area and setup configuration is subject to change based on winery operations.