

Hop Harvest & Vine Event Rental Agreement

Hop Harvest & Vine offers several unique spaces to accommodate events of all sizes, from intimate gatherings to large weddings and celebrations. Guests can choose from individual spaces — including our Dining Room, Mezzanine with Terrace, and Pavilion — or reserve the entire venue through a Full Buyout for exclusive use of the entire facility.

For individual room rentals, hourly rates apply based on the day and length of use. For Full Buyouts, no separate rental fee is charged; instead, a minimum Food & Beverage spend applies, which provides exclusive access to the designated spaces during the agreed event time. These options allow our guests to enjoy Hop Harvest & Vine's signature farm-to-table food, local craft beer, sustainable wines, and organic beverages in a setting that overlooks 17 acres of beautiful conservancy land.

Effective for events on or after October 1, 2025

This Rental Agreement ("Agreement") is entered into between Hop Harvest & Vine, 2205 Silvernail Rd, Pewaukee, WI 53072, and the undersigned client ("Client") as of _____ [Date of Agreement].

Client's Information:

- Client's Name(s): _____
- Phone Numbers: _____
- Address: _____
- Email: _____
- Expected number of guests _____

1. Rental Details

1.1 Event Date and Type

- Date of Event: _____
- Type of Event: _____
- Desired Space to rent (details below): _____

1.2 Venue Space Choices and Details

Available Rental Spaces' Details:

• ***Dining Room:***

- Tables, Chairs & Set-Up: Included for up to 50 people.
- Catering: Must be provided by Hop Harvest & Vine.
- Handicap Accessible: Yes.
- Heating & Air Conditioning: Yes.
- TV for Presentations: Available.
- Food and Drink Minimums: None.
- Outside Food and Drink: Not allowed, except for celebration cakes.
- Sales Tax: Applicable.
- White 60" x 102" Tablecloths: Available for rent at \$10 each.
- Rental Fee: \$50–\$250 depending on the day and hours desired.

• ***Mezzanine w/Terrace:***

- Tables, Chairs & Set-Up: Included for up to 50 people.
- Catering: Must be provided by Hop Harvest & Vine.
- Includes outdoor terrace usage in warm weather.
- Handicap Accessible: No. (*Stairs access.*)
- Heating & Air Conditioning: Yes.
- Food and Drink Minimums: None.
- Outside Food and Drink: Not allowed, except for celebration cakes.
- Sales Tax: Applicable.
- White 60" x 102" Tablecloths: Available for rent at \$10 each.
- Rental Fee: \$50–\$250 depending on the day and hours desired.

• ***Pavilion (Seasonal):***

- Tables, Chairs & Set-Up: Included for up to 125 people.
- Catering: Must be provided by Hop Harvest & Vine.
- Handicap Accessible: Yes.
- Heating & Air Conditioning: None. (*Client may rent heaters/fans via outside rental firm; must be removed by 10:00 AM the following day.*) There are two ceiling fans and cross breezes when windows and doors are open.
- Outdoor Seating: Additional outdoor, uncovered seating for up to 20 people.
- TV for Presentations/Photo Shows: 72-inch smart TV.
- Food and Drink Minimums: None.
- Outside Food and Drink: Not allowed, except for celebration cakes.
- Sales Tax: Applicable.
- White 60" x 102" Tablecloths: Available for rent at \$10 each.
- Rental Fee: \$100–\$2,000 depending on the day and hours desired.

Full Venue Buyouts:

Summer Buyout (Full Property – Pavilion + Indoor Areas)

- Tables, Chairs & Set-Up: Included for up to 175 people (*approx. 125 in the pavilion + 50 either outdoors if weather permits or indoors in the dining room or mezzanine, Client's choice*).
- Exclusive Use: Pavilion, Dining Room, Mezzanine, and Bar Areas.
- Ceremony: May be held in the pavilion. During cocktail hour (bar & mezzanine), staff will set the pavilion for dinner.
- Catering: Must be provided by Hop Harvest & Vine.
- Handicap Accessible: Yes.
- Heating & Air Conditioning: Pavilion is open-air; indoor spaces are climate-controlled.
- Event Hours (Buyouts Only): Setup begins 2:00 PM; event may run until 11:00 PM; cleanup completed by 12:00 AM (midnight).
- Food & Beverage Minimum: Friday – \$5,000 / Saturday – \$4,000.
- Minimum Shortfall: If total spend is below the minimum, Client pays 100% of the difference.
- Tables and chairs provided at no charge (up to 175).

• Winter Buyout (Indoor Only – Dining Room, Mezzanine & Bar Areas)

- Tables, Chairs & Set-Up: Included for up to 100 people (*plus 10–15 at bar seating if needed*).
- Exclusive Use: Dining Room, Mezzanine, and Bar Areas.
- Catering: Must be provided by Hop Harvest & Vine.

- Handicap Accessible: Yes.
- Heating & Air Conditioning: Yes.
- Ceremony: Not applicable indoors.
- Event Hours (Buyouts Only): Setup begins 2:00 PM; event may run until 11:00 PM; cleanup completed by 12:00 AM (midnight).
- Food & Beverage Minimum: Friday – \$3,500 / Saturday – \$2,500.
- Minimum Shortfall: If total spend is below the minimum, Client pays 100% of the difference.
- Tables and chairs provided at no charge (up to 100).

1.3 Setup and Event Hours

- Setup Starting at: _____
- Event Starting at: _____
- Event Ending at: _____
- Clean-up Ending at: _____
- Total Hours: _____

2. Payment and Deposit

2.1 Rental Fee - The Client agrees to pay the rental fee for the use of the Venue as specified in the invoice provided by the Venue. *(For Full Venue Buyouts, a Food & Beverage minimum applies in lieu of a separate rental fee.)*

2.2 Deposits & Final Payment (Updated)

- Reservation Fee: A \$100 online reservation fee is required to start the rental process.
- Deposit: 20% of the estimated Food & Beverage charges is due 90 days prior to the event date.
- Final Estimated Payment: Due 7 days prior to the event.
- Remaining/Overage Balance: Any additional balance (e.g., bar overages, added guests, rentals) is due the night of the event.

2.3 Credit Card Authorization - The Client authorizes the Venue to charge the provided credit card for the reservation fee and deposit(s). The rental is not secured until payment and a signed contract are received and approved by the Venue agent. The final estimated payment (due 7 days prior to the event) and any remaining balance may be paid by cash, check, or credit card.

2.4 Cancellations (Added)

- 30 days or more prior to the event date: 50% of the deposit is refunded; the remainder is retained to cover the held date.
- Less than 30 days prior to the event date: Deposit is forfeited in full.

3. Venue Inclusions and Notes

3.1 Decor and Clean-Up

- All items for your event must be removed at the end of the event unless arrangements have been made with management.
- Any type of decor is allowed except latex balloons, glitter, confetti, rice, or anything that may damage the facility.
- Clean-up by Hop Harvest & Vine staff (if necessary) is an additional \$100/hour.

3.2 Event Timing

- Last drink call on Friday and Saturday is 10:00 PM; on Wednesday and Thursday is 9:00 PM.
- All guests must be out by 11:00 PM on Friday and Saturday and 10:00 PM on Wednesday and Thursday.
- Since the kitchen closes at 2 PM on Sunday, Monday & Tuesday, party hours and vacancy hours are negotiated for those days and may include fees for employees based on group size.
- Vehicles left overnight must be picked up by 10:00 AM the next day.

3.3 Guest Behavior

- Owners & staff reserve the right to remove any guest for displaying inappropriate behavior.
- We are a smoke-free facility.
- Absolutely no alcohol is allowed to be brought into the venue, including parking lots.
- Our pavilion is dog-friendly; however, all dogs must be kept on a leash, out of the main building (unless a certified service dog) and cleaned up after as necessary.
- Underage guests are not allowed to drink alcoholic beverages on our premises.
- All guests who appear 40 or under will be carded.

3.4 Catering and Vendors

- No outside caterers are allowed.
- All vendors (florists, bakers, musicians, photographers, wedding coordinators, Rental Company, etc.) must adhere to our terms and policies. It is your responsibility to share these guidelines with them.
- All Hop Harvest & Vine Catering orders will be subject to a 20% service charge and 5% sales tax.

3.5 Compliance with Laws and Regulations (Updated)

- Client will adhere to all City of Waukesha noise ordinances.
- All beverages must be provided by Hop Harvest & Vine. Per Wisconsin law, outside beverages are not allowed and will be confiscated.
- No hard liquor is offered or permitted. We proudly serve beer, wine, hard seltzers, tonics, and kombuchas only.
- Party favors may not contain alcoholic beverages.

3.6 Photography and Videography

- Venue's Rights: The Venue reserves the right to take photographs and videos during the event for marketing, advertising, and promotional purposes. These images and videos may be used on the Venue's website, social media platforms, brochures, and other marketing materials.
- Client Consent: By signing this agreement, the Client consents to the Venue's use of any images or videos taken during the event. The Client acknowledges that no compensation will be provided for the use of these images or videos.
- Opt-Out Option: If the Client wishes to opt out of this clause, they must provide written notice to the Venue at least 30 days prior to the event.

3.7 Client Responsibility and Insurance Recommendation

- **Client Responsibility:** The Client agrees to assume full responsibility for any damages, injuries, or losses that occur during the event, whether caused by the Client, their guests, vendors, or any third parties involved in the event. The Client further agrees to indemnify and hold the Venue harmless from any claims, damages, or liabilities arising out of or related to the event.
- **Insurance Recommendation:** While the Venue does not require the Client to obtain event insurance, it is strongly recommended as a means of protecting against significant financial loss. Event insurance can cover a variety of risks, including property damage, personal injury, and cancellation costs, and is an effective way to safeguard against unexpected incidents.

4. Damage and Liability -

4.1 Damages & Extraordinary Cleaning –

- The Venue reserves the right to assess and determine the extent of any damage to its property. If damages or extraordinary cleaning are assessed, the Venue will provide an itemized statement.
- The Client authorizes the Venue to charge the card on file for repair or replacement at fair market value and/or cleaning at actual cost (labor at posted rates, typically \$100/hour).
- If the repair or replacement costs exceed the card limit or are otherwise unpaid, the Client agrees to cover the remaining balance within 30 days after receiving the itemized statement.

4.2 Venue Liability - The Venue shall not be liable for any injuries, accidents, or damages incurred by the Client, guests, or vendors during the event, except as covered under the Venue's own insurance policy. The Client assumes responsibility as outlined in Section 3.7.

4.3 Indemnification (reference Section 3.7) - The Client agrees to indemnify and hold the Venue, its owners, employees, and affiliates harmless from any claims, damages, liabilities, costs, or expenses arising out of or related to the Client's event, in accordance with Section 3.7.

4.4 Venue's Right to Terminate - In the event of significant damage to the Venue or repeated violations of this Agreement, the Venue reserves the right to terminate the event immediately without refund and to seek legal remedies for damages.

Clients & Venue Acknowledgment and Agreement

By signing below, the Client acknowledges that they have read and understood the terms and conditions of this Venue Rental Agreement and agree to be bound by them.

Clients Name(s): _____

Clients Signature: _____

Date: _____

Venue Representative's Name: _____

Venue Representative's Signature: _____

Date: _____