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### PRIVATE PARTY POLICY

1) Private Parties may only be scheduled during times that the winery is not open to the public, Monday through Friday, and is subject to staff availability. Please check our calendar at <https://lomaprietawinery.com/winery-events/> to see our public event schedule. This does not guarantee that the date you want is available. You must contact us to schedule your party, pay the event fee listed below and receive confirmation from us to guarantee your date.

\* Loma Prieta reserves the right to exclude any dates and/or times at their sole discretion.

2) Event Fee: Private parties must pre-purchase wine. The dollar amount of the pre-purchase (pre-tax) is indicated below, and varies by the size of the group. The amounts listed below include use of the winery grounds for a THREE HOUR WINDOW of time. Wines must be selected and paid for at least ONE WEEK prior to the event date. All dates are subject to staff availability.

Group size	Amount of Wine Pre-purchase Required	# Staff Members Included
Up to 30 people	\$600 (pre-tax)	1 staff member
Up to 40 people	\$800 (pre-tax)	1-2 staff members
Up to 50 people	\$1,000 (pre-tax)	2 staff members
Up to 60 people	\$1,200 (pre-tax)	2-3 staff members

\* Any wine not consumed at the event is the property of the person who pre-purchased the wine, and may be taken with him/her at the conclusion of the event. If needed, additional Loma Prieta Winery wine may be purchased during the event.

\* No other alcoholic beverages are allowed – ONLY LOMA PRIETA WINERY WINES.

\* Pre-purchase of the wine is non-refundable, rain or shine, show or no-show.

4) THE THREE HOUR TIME WINDOW IS FIRM. Groups must conclude their events and exit the premises upon the end of their time window. A penalty of \$150 will be charged

for the first hour (or portion of an hour) that a group exceeds the end of their time window. An additional penalty of \$300 will be charged for the second hour (or portion of a second hour) that a group exceeds the end of their time window. An additional penalty of \$500 will be charged for the third hour (or portion of a third hour) that a group exceeds the end of their time window. This additional penalty of \$500 per hour will continue thereafter for each additional hour (or portion of an hour) that a group exceeds the end of their time window. It is agreed that this penalty may be charged to the credit card on file that was used to pre-purchase the wine for the event.

5) All setup and cleanup must be done within the 3 hour time limit and the members of the private party are responsible for cleaning up afterwards, even if you have food catered. Please make sure that everything has been picked up, all furniture moved back to original locations, trash in bags, empty bottles left in boxes, etc., before you leave the premises.

6) NO FOOD OR CATERING IS PROVIDED OR HANDLED BY LOMA PRIETA WINERY STAFF. All arrangements for food or catering must be handled directly by the members of the private party themselves.

\* (NOTE: Our insurance does NOT allow the use of any onsite cooking facilities, including our ovens or grills, during private parties.)

3/30/2016