



7185 East Firehouse Road  
Decatur IL 62521  
217 571-0052  
217 521-6297  
[www.longcreekvineyards.com](http://www.longcreekvineyards.com)  
[info@longcreekvineyards.com](mailto:info@longcreekvineyards.com)

We are happy you are considering our facility for your special event.

**Our Services:** Long Creek Vineyards is here to schedule your event and coordinate with you or your designee (Wedding Planner or Corporate Event Planner) the areas you will need set-up, the time of your event, the pricing for the number of people attending and information about catering and other services you may need to make your event a success.

**Event Booking and Contracting:** Once you have met with the staff of Long Creek Vineyards, you will receive your contract from us within two weeks of contact. You must sign and return the contract with your deposit within 30 days of receipt of the contract or 10 days prior to the event, whichever comes first. If your group's contract and deposit are not received within thirty days and you do not contact us, your date may be released and given up for another event. Cancellations less than 7 days from the event will forfeit their deposits and may be responsible for other costs involved in the event from outside sources as well.

**Event Times:** Events are scheduled and priced according to the number of people attending, the number of hours and the amount of wine or beer purchased. We do not have any events beyond 9 pm, and will serve no alcohol after 8:30 pm. Long Creek Vineyard grounds should be cleared no later than 11 pm. Set-up for events by your party must be coordinated prior to the event. Set up may only be during normal business operating hours, if this is a problem special arrangements must be made and approved by our staff prior to the day of the event.

**Changes to the Event:** Once you have contracted for a specific date, time and number of guests you will be responsible to notify us a minimum of 30 days prior to the date if you must change the time or number in the group. If changes are made less than 30 days prior to an event you will be required to pay the original price for the event if it is higher and your event is decreased in size or if it is moved to a time when we would have booked another event. Please understand because of other events, changing times may not be possible.

**Food Storage:** We do not provide preparation areas, refrigerated or heated storage for foods you or your caterer brings onto the premises for your event. Foods must be brought ready to serve.

**Beverages:** All beverages wine, beer, soda and water must be purchased from us. No outside beverages other than non alcoholic punch, coffee or tea urns as provided by your caterer or are allowed to be brought by yourself or your guests to the event.

**Use of Grounds and Facility:** This is a private property with a private home residence and is open only during business hours. The grounds are not open outside of scheduled business hours. Should you need to meet with a caterer, florist, tent company, etc. outside of our scheduled business hours we will work with you to schedule a time that will work best. We are happy to host your event and want to make it a success but we ask that you respect our privacy as well.

**Business Hours:** Long Creek Vineyards Winery is open Friday's from 4 pm – 8 pm; Saturdays from Noon – 7 pm; Sundays from Noon – 5 pm. Should you need to meet other than those hours please call us to schedule a time that will work for all of us.

**Underage Drinking:** We have a zero tolerance policy for underage drinking as per Illinois State law and we will enforce the legal drinking age of 21. If we find underage guests are being given alcoholic drinks by family and friends those giving drinks to minors and the minors will be asked to leave. Please understand this is the law and it will be applied to all event guests even members of a wedding party may be asked to leave should this occur.

**Right to Refuse Service:** We reserve the right to refuse service of alcohol to any person we deem to be inebriated. We may also call this person a cab at their own expense to go home in if they are driving a vehicle or ask a member of their group to take them home. We want to provide a safe and fun event for everyone and picking a car up the day after an event is a small inconvenience for a friend's safety. **If you assign a designated driver or drivers for your group, please let our staff know this in advance.**

**Pricing:** Pricing is subject to change so pricing quoted may increase due to vendor increases. We will let you know of any pricing increases as soon as we are made aware of them.

**Conduct:** In the effort to provide an enjoyable safe environment for all of our guests we reserve the right to ask guests to leave that are wearing indecent attire, exhibit nudity or sexual misconduct, behave violently, vulgarly or offensively toward others. The police may be asked to intervene at our discretion and no refunds will be granted if a group is asked to leave because of the afore-mentioned issues.

**Rental Tent & Equipment Placement:** Tent, table and chair rental is the responsibility of the event coordinator. You will be required to make your own arrangements and coordinate a time for delivery and set-up. The size and placement of the tent will have to be approved by Long Creek Vineyards before delivery. Chairs, tables and other items you need for your event are **not** provided by Long Creek Vineyards. Rental is the sole responsibility of the event coordinator. Both set-up and tear-down are also the responsibility of the event coordinator.

**Cooling Units:** Should you rent a cooling unit for your tent there will be an extra charge of \$100 for the additional water and electricity it takes to run this piece of equipment.

**Private Event Tent Area:** If you have a rental tent as part of your event, that area will have its own bar service and will not be a public access area it will be only for your party. We are open to the public in our regular tasting and seating area's as well as our restroom facilities unless you have reserved the entire property.

**Live Music:** Hiring live music is the sole responsibility of the event coordinator. Live music is welcome at the event up until the hour of 9 pm. In your regular rental fee we will provide (2) twenty amp circuit's for the entire event. If the band requires extra power for equipment or lighting a per circuit charge will be added. Please coordinate with Long Creek Vineyards and the Musicians you have hired so this can be arranged before the event. Load out should be complete by 11 pm. In the event equipment is left until the following morning, Long Creek Vineyards will not be liable for any equipment theft or damage.

**Cleaning Deposit and Grounds Cleanup:** Long Creek Vineyards will provide your event with a clean area for your event. We ask that you use the trash cans and ashtrays provided for your group. We will require a refundable check deposit of \$100 that will be returned following the event cleanup. This fee will cover ground cleanup if large amounts of trash or cigarette butts are left on the ground in or around your private tent area. All non-biodegradable items such as balloons, plastic ties, cigarette butts, bubble blowers, bottle screw caps, broken glass, etc. must be picked up within 24 hours of the event. All items brought for your event are the sole responsibility of the event. Long Creek Vineyards will not be liable for loss or damage of anything you bring onto the property for the event.

**Portable Toilets:** Long Creek Vineyards has available one portable toilet that may be used by the event. This unit will not be relocated but remain where it is accessible to our regular customers as well. Additional portable toilets can be rented for \$100 each and can be located nearer to your tent.

**Wedding Rehearsals and Dinners:** Long Creek Vineyards will schedule with you when you will have your wedding rehearsal and dinner. There will be an extra charge for catered events such as rehearsal dinners.

**Bridal Changing Area:** Long Creek Vineyards does not supply the party with a changing area. If an area is needed we recommend arriving with hair and makeup complete. Enclosed tents can be rented for slipping into the gowns.

**LONG CREEK VINEYARDS WINERY  
EVENT PRICING WORKSHEET**

**Standard Event Fee Includes: Private area of our grounds, use of one portable toilet, use of (2) 20 amp circuits, one private server for up to 100 people.**

**Ground & Event Fees For Up To 4 Hour Event**

Standard Wedding Fee	\$300 which includes wedding and rehearsal/dinner	_____
Standard Semi-Private Event Fee	\$200 private area but LCV remains open to the public	_____
Each Additional Hour over 4	\$100 per hour	_____
Entire Private Ground Rental Fee	\$500 LCV will close for the private event	_____
Additional Guest Service	\$100 per 100 people = 1 additional server	_____
Additional Portable Toilets	\$100 per toilet	_____
Cooling Unit for Tent	\$100 extra charge per unit (includes circuit)	_____
Additional 20 amp circuits	\$50 each	_____
Refundable Cleaning Deposit	\$100 refundable if area is cleaned within 24 hours	_____
<b>Total Event Charges</b>		_____

**Beverage Charges**

**Open Bar Charges**

Wine may be purchased by the case to be served to guests. The minimum required purchase will be one case per 50 guests. Additional bottles will be charged as used.

Case prices vary, but can be a single variety or mixed cases. Case prices start at \$155 and go up to \$285.

Beer may be purchased by the keg to be served to guests. The number of varieties tapped is determined by your event planner. Keg prices will vary but will start at \$240 per keg. One server per 100 guests will be provided for both wine and beer. Additional servers may be added at a cost of \$50 per server. All kegs that are tapped will be charged to the event.

The event may also provide non-alcoholic beverages to it's guests at a charge of \$25 per case of water or soda.

**Cash Bar Charges**

All wine and beer will be bought directly from Long Creek Vineyards at a cost of \$4 - \$5 per glass. One variety will be tapped per 100 guests and Long Creek Vineyards reserves the right to not tap a new keg near the end of the event. Additional varieties will be tapped at a charge of \$100 each. Non Alcoholic beverages will be available for \$1 each. Events with less than 50 guests may be provided with bottled beer versus keg beer. One server will be provided per 100 guests. Additional servers may be hired for \$50 each.

**Combination Open Bar and Cash Bar Charges**

The event may purchase the minimum requirement of wine and a set number of keg beers. When these run out, the alcoholic beverages may convert to cash sales. You may also choose to purchase the minimum wine and all of the beer for the evening. This can be customized to fit your budget.

**GlassWare**

All wine and beer will be served in plastic glasses, 8 ounce for wine and 16 ounce for beer. Glass wine glasses may be purchased at \$5 each, which your guests will get to keep. These can be with Long Creek Vineyards Logo, or can be custom designed for your wedding or event. Allow 60 days to purchase custom glasses. Glasses will need to be paid in advance of order.

**WINE BEER AND BEVERAGE WORKSHEET**

- Open Bar – Event will purchase all beverages served at the event.
- Cash Bar – Guests will purchase all beverages served at the event.
- Custom Combination Bar – A combination of event paid and customer paid beverages.

I will need \_\_\_\_\_ extra servers for this event. Additional servers are \$50 each, 1 per 100 provided. \$ \_\_\_\_\_

**Open Bar Charges**

Number of Guests \_\_\_\_\_ /50 = minimum case (12 bottle) purchase requirement. \_\_\_\_\_ cases.

No. of Bottles	Variety	Price Per Bottle	Total Price
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Wine Purchase:			\$

**Beer Charges per Keg**

No. of Kegs to Reserve	Variety	Price per Keg	Total Price
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Total Beer Purchases:			\$

\*a credit card will be required to have unlimited wine or beer available at the open bar.

**Cash Bar Charges**

1 variety of beer will be tapped per 100 guests. Charge to tap additional varieties per keg \$100 each.

No. of Kegs to Reserve	Variety	Total Price
Included Keg 50 – 100		
Included Keg 101 - 200		
Included Keg 201 – 300		
Included Keg 301 – 400		
Additional Variety \$100		
Additional Variety \$100		
Total Fee for Extra Kegs:		

- Please serve beverages in plastic party glasses.
- Please provide glasses for \_\_\_\_\_ guests x \$5 each

Complimentary  
\$ \_\_\_\_\_

**Total Beverage Costs:** \$ \_\_\_\_\_

## Open Bar Price List

### Wine

<p><b>Chambourcin: Dry Red Wine</b> Our Chambourcin is aged in French and American Oak for 12 months. Black cherry and chocolate with hints of smoky bacon. Great with steaks ,lamb, stews and dark chocolate.</p>	\$21.99
<p><b>La Cin: Dry Rosé</b> Bold yet fruity. Nice tannin structure with hints of strawberry. Pairs well with summer salads and anything on the grill from burgers to bbq'd ribs to smoked pork.</p>	\$14.99
<p><b>LaCrosse: Dry White</b> Our LaCrosse is barrel fermented to add complexity. Buttery Plums and Lavendar Honey with a white pepper finish make this wine a hit with pasta's with cream sauces.</p>	\$15.99
<p><b>Vidal Blanc: Dry White</b> Aged in oak for about six months, this white is still clean and crisp with mango and pear with hints of pepper on the finish. A must with grilled seafood.</p>	\$14.99
<p><b>Sey La Vi: Off-Dry White</b> This wine see's no oak, it's clean, fruity and flavorful. Lemon custard with a hint of fresh peach make this a great wine with soft cheeses and fish.</p>	\$13.99
<p><b>Vignoles: Semi-Sweet Dessert Style White</b> Vignoles is our late harvest wine with intense tropical flavors. Serves well as an aperitif or after dinner wine. Perfect with a cream brulee.</p>	\$15.99
<p><b>Rebecca's Blush: Semi-Sweet Blush</b> Very fruity, yet complex. Mandarin Orange and Strawberry flavors make this a perfect picnic wine. Pairs beautifully with cheeses and fruits or all by itself.</p>	\$11.99
<p><b>Royal Black: Semi-Sweet Blackberry</b> Royal black is made from blackberry's grown at the vineyard. We add a hint of raspberry and blueberry for complexity. Ltd Supply, only available at the winery.</p>	\$14.99
<p><b>Crimson Quest: Sweet Red</b> Our house blend, very approachable sweet and lower in alcohol. A perfect wine to enjoy with friends.</p>	\$13.99

### BEER

#### Domestic

Milwaukees Best Light	Price per Keg	\$162.00
Miller Lite	Price per Keg	\$217.00
Stag	Price per Keg	\$156.00

#### Irish Beer

Guinness	Price per Keg	\$420.00
Harp	Price per Keg	\$381.00
Smithwick's	Price per Keg	\$366.00

#### Craft Beer

Fat Tire	Price per Keg	\$330.00
Leinie Sunset Wheat	Price per Keg	\$276.00
Leinie Honey Weiss	Price per Keg (1/4 barrel)	\$172.50
Leinie Seasonal	Price per Keg (1/4 barrel)	\$172.50
Sierra Nevada	Price per Keg (1/4 barrel)	\$147.00
Shiner Bock	Price per Keg (1/4 barrel)	\$172.50

#### Various Imports

Dos Equis	Price per Keg	\$285.00
Foster's	Price per Keg	\$258.00
Heineken	Price per Keg	\$375.00
New Castle	Price per Keg	\$375.00
Woodchuck Hard Cider	Price per Keg (1/6 barrel)	\$156.00



7185 East Firehouse Road  
Decatur IL 62521  
217 571-0052  
217 521-6297  
[www.longcreekvineyards.com](http://www.longcreekvineyards.com)  
[longcreekvineyards@comcast.net](mailto:longcreekvineyards@comcast.net)

We are happy you've chosen Long Creek Vineyards Winery to host your special event. We will do everything in our power to make sure your event runs smoothly. On behalf of Long Creek Vineyards, we wish you the best.

### EVENT CONTRACT

Date of Event: \_\_\_\_\_ Authorized Coordinator(s) of Event: \_\_\_\_\_

---

Time of Event: From \_\_\_\_\_ to \_\_\_\_\_ Type of Event \_\_\_\_\_ No. Attending \_\_\_\_\_

---

Contact Person(s):

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

---

Rental Fee: \_\_\_\_\_

Beverage Fee: \_\_\_\_\_

Total Deposit Due \_\_\_\_\_ Due by: \_\_\_\_\_

Remainder Due \_\_\_\_\_ Due by: \_\_\_\_\_

Deposit of 50% due 30 days from booking or 10 days prior to event, whichever is sooner. Remainder is due by the day of the event.

---

I understand the rules, regulations and services provided to me in this contract. I also understand additional items such as, but not limited to, tables, chairs, tents and catering will be arranged by the event and are NOT included in this pricing. By signing this page I agree to the terms of this contract specified on pages one to five of this agreement.

---

Authorized Coordinator of Event \_\_\_\_\_ Date \_\_\_\_\_ Authorized Agent of Long Creek Vineyards \_\_\_\_\_ Date \_\_\_\_\_