



## **Tasting Room Space Rental - General Information**

### **Space Capacity**

This is a rental facility for up to 25 guests- seated or cocktail style presentation of the Tasting Room. Limited use in Wine Shop.

It is not a business meeting facility, dance floor or a charity gathering space.

A banquet license is required if consuming alcohol. If no alcohol, then please sign a waiver stating such.

### **Beverages**

All beer and wine are to be purchased through Portalis Wine Shop. There are no exceptions

All beverage service (such as cocktails, coffee, etc.) must be provided by licensed catering company.

### **Service**

All service will be provided by the host or catering company. Portalis Wine Shop will have a representative available for opening, closing and the duration of event time; however, said representative is not in charge of set up, break down, service during event or cleanup of event.

No additional services are provided.

All wine sales will be directed through this representative. Final payment can be made through representative.

### **Supplies, Rentals and Other Embellishments**

Portalis Wine Shop has a minimal amount (24) of Spiegelau wine glasses, tasting glasses and water glasses as well as plates and silverware.

Facility has 7 tables (22"x41"), 4 tables (22" x 22"), 6 folding chairs, 2 benches, 7 stools.

Any additional dishes, glasses, tables, chairs and silverware are to be provided by the caterer or host. This includes, decanters, wine keys, chill bins, etc.

Please have any set up details organized two weeks prior to event.

### **Cost Overview**

Rental is for a minimum of 3 hours, which includes set up, break down and cleanup is \$300.

It will be an additional \$75 for each additional hour and after 6 total hours the rate is \$100/hour.

Damage is covered by the renter.

Down payment of 1/3 of estimate secures rental.