

# WITHERSPOON DISTILLERY

## PRIVATE PARTY AND SPECIAL EVENT CONTRACT

225 S. CHARLES STREET  
LEWISVILLE, TX 75057

### EVENT INFORMATION

RESERVING/RESPONSIBLE PARTY: \_\_\_\_\_

NOTE: RESERVING/RESPONSIBLE PARTY MUST BE PRESENT FOR ENTIRE EVENT AND IS RESPONSIBLE FOR ALL GUESTS.

RESERVING PARTY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

RESERVING PARTY EMAIL ADDRESS: \_\_\_\_\_

RESERVING PARTY CONTACT PHONE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

PROPOSED TIMEFRAME OF EVENT (INCLUDING SETUP AND BREAKDOWN): \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

CATERER NAME: \_\_\_\_\_

CATERER CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHOTOGRAPHER CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DJ/ENTERTAINMENT CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BAKERY, EVENT PLANNER, FLORIST, OTHER CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Venue Rental – please circle your preferred options**

**Bar & Lounge + Garden (Private) – 10-150 guests:**

Combining the Bar & Lounge with full access to the outdoor Whiskey Garden is the perfect solution for your small, medium or large group. With seating space for your entire party, this option is a perfect fit for the event you've been wishing for. Two bars (1 inside access only / 1 accessible outside, weather permitting) allow your guests easy access to refreshments, while enjoying the best of the indoor space, as well as the option to take in fresh air in our beautiful outdoor garden area. For bar/alcohol options and minimum requirements, please refer to page 3\*. Venue rental must include a minimum of 1 hour for host and vendor setup + 1 hour for breakdown/cleanup prior to and after the event. Hosts and/or vendors, including caterer(s) will not have access to the venue outside of the contracted rental hours.

<b>Private Event</b>	<b>Mon-Wed</b>	<b>Thursday or Sunday</b>	<b>Friday or Saturday</b>
<b>Rental fees</b>			
4 Hour Rental (2 hr event)	\$2300	\$3800	\$5200
5 Hour Rental (3 hr event)	\$2800	\$4500	\$6000
6 Hour Rental (4 hr event)	\$3250	\$5100	\$6700
Each Addl Hour	+\$400/hour	+\$500/hour	+\$600/hour

**Optional addition:**

**+ Limited access to barrel room (Private) – can accommodate up to an additional 40 guests:**

All of the benefits of the rental options given above, + hand-carved oak table setup and limited access to the main hall in our barrel rickhouse. Your guests will enjoy the full distillery experience including the bar, lounge, outdoor Whiskey Garden and Barrel Room (limited and excluding restricted areas/workshop). For bar/alcohol options and minimum requirements, please refer to page 3\*. Outside furniture may not be brought into the rickhouse and rearranging of the existing layout is not permitted. Fees below are in addition to the fees given above for Bar & Lounge + Garden venue rental. Barrel room access is not available a la carte and may only be booked as an add-on to the above venue rental.

<b>Limited barrel rickhouse access</b>	<b>Mon-Wed</b>	<b>Thursday or Sunday</b>	<b>Friday or Saturday</b>
<b>Additional rental fees</b>			
4 Hour Rental (2 hr event)	+\$1400	+\$1900	+\$2800
5 Hour Rental (3 hr event)	+\$1750	+\$2300	+\$3400
6 Hour Rental (4 hr event)	+\$2000	+\$2700	+\$3900
Each Addl Hour	+\$250/hour	+\$300/hour	+\$400/hour

\*Note: Venue rental does not include bar options or minimum bar requirements. Please see page 3 to select your bar package.

## **Witherspoon Distillery Bar**

Witherspoon Distillery offers two levels of bar service to choose from, plus the option to add a custom cocktail, especially created for your event. Guests are welcome to order cocktails outside of the open bar offering, but with option #1, they will be asked to pay separately. Prices quoted are per person.

### **1. Original Bar\***

Our Original Bar offering includes bourbon, rum, vodka, gin and agave spirit (all subject to availability), served neat, on the rocks or with your choice of packaged soda or fountain juice. Additionally, this package includes our "Original" category of craft cocktails (generally 4-6 craft cocktails offered). For a copy of our latest original cocktail menu, please contact [info@witherspoondistillery.com](mailto:info@witherspoondistillery.com). (Min requirement given below)

Original Bar	Monday-Wednesday	Thursday & Sunday	Friday & Saturday
<b>Minimum requirement – per event</b>	<b>\$2700</b>	<b>\$3000</b>	<b>\$4500</b>
3 hour open bar – per guest	\$27	\$30	\$45
4 hour open bar – per guest	\$33	\$36	\$52
5 hour open bar – per guest	\$37	\$41	\$58
Each +1 hour, add per guest	\$3	\$4	\$6

### **2. Premium Craft Bar\***

Our Premium Craft Bar includes all of the amenities included with the Original Bar, as well as all other seasonal craft cocktails offered on the current distillery cocktail menu (generally 20+ cocktails). Included in this bar offering are fresh-squeezed juices and house-made craft sodas. (Min requirements given below)

Premium Craft Bar	Monday-Wednesday	Thursday & Sunday	Friday & Saturday
<b>Minimum requirement – per event</b>	<b>\$3500</b>	<b>\$3800</b>	<b>\$5300</b>
3 hour open bar – per guest	\$35	\$38	\$53
4 hour open bar – per guest	\$42	\$46	\$63
5 hour open bar – per guest	\$48	\$53	\$72
Each +1 hour, add per guest	\$5	\$6	\$8

### **3. Custom Cocktail Add-On\***

Consult with our in-house mixologist to create a craft cocktail, specific to your palate and flavor suggestions. Custom cocktail is only available in addition to option #1 or #2 above.

Custom cocktail addition to open bar menu: +\$10 per person, per custom cocktail

\*If you would prefer to offer your guests a cash bar (guests pay the distillery directly for their cocktails), please note that this is an option, but would require that the host guarantees the minimum requirement and a credit card will be held to cover applicable charges, should the minimum not be met by guests. In such a case, the host would be responsible for the difference in both minimum requirement, and 20% service charge.

\*\* 20% service charge will be added to your total selected bar option(s).

**Event coordinator:** All weddings, wedding receptions, events larger than 100 guests or events requiring more than 2 vendors (total) will be required to hire a professional event planner/coordinator (contracted, reputable, licensed and insured), to be provided by the event host. The event planner/coordinator will be required to coordinate with Witherspoon Distillery on all event details no less than 2 months prior to the scheduled event date. If needed, Witherspoon Distillery is glad to discuss your planning needs with you and provide a referral to an event coordinator outside of the Witherspoon Distillery organization. In instances where a professional event coordinator is required, exceptions will not be made, and if the contact information for the contracted event coordinator has not been shared with Witherspoon Distillery a minimum of two month prior to the event date, Witherspoon Distillery reserves the right to cancel the event/event contract. Any exceptions to this rule must be received in writing from Witherspoon Distillery management.

**Venue rental fees:** Rental fees do not include event décor/setup, cleanup or return of food, rentals, tables, chairs and catering items. Tax is not included in any pricing given in this document. Entire length of event rental must include all time needed for setup and take-down (min 1 hr setup + 1 hr breakdown required). Venue/distillery property is not available to the host(s), guests(s) or vendor(s) before event rental start time or after event rental end time. If the reservation is cancelled by the reserving party/host more than 4 weeks prior to the scheduled event date, the non-refundable deposit will be forfeited. If the reservation is cancelled with 4 weeks or less notice, the entire balance of the contract will be due/forfeited. Changes in event dates may be made with more than 4 weeks notice, based on availability and at the discretion of the distillery.

**Bar/Drinks:** If guests under 21 years of age will be attending your event, under no circumstances are they allowed to drink alcohol. The host is responsible for ensuring that none of their guests encourage, enable or allow underage guests to drink alcohol. Outside alcoholic beverages may not be brought into the distillery at any time.

**Dining/Catering:** All food offerings must be arranged on an individual basis by the event host. Meals may be catered through a licensed and insured caterer/food truck and must be approved by Witherspoon Distillery in writing. No homemade goods or items made by a non-licensed caterer/facility may be brought into the distillery at any time. Food, dining supplies, utensils, linens, tables/chairs (other than what is stated in writing) etc. are not provided by the distillery.

**Tours:** Witherspoon Distillery would be glad to provide a tour, or tours (larger groups) to your guests. **Tours must begin no more than 30 minutes after the start time of the event, no exceptions.** Tours must be scheduled no later than 4 full weeks prior to the event. Tours last approximately one hour, but may be abbreviated based on schedule or request, and can accommodate up to 36 guests. The cost for tours is \$10 per guest, and includes a sampling of approximately four Witherspoon spirits.

**Payment:** Once a reservation is made, 50% of the contracted fees, including bar/drinks will be due immediately as a non-refundable deposit. The remaining contract balance, including bar/drinks, is due no later than 4 weeks prior to event date. If an event is scheduled with less than 4 weeks notice, the full contract balance is due at signing. All major credit cards are accepted with online payments.

**Designated Drivers:** Any guest who chooses to be a designated driver will be provided non-alcoholic beverages free of charge for the duration of the event. Please plan ahead and drink responsibly. Witherspoon Distillery encourages you to pre-arrange designated drivers for everyone in your group. However, if needed, distillery staff will be glad to arrange a taxi for any guest, at the expense of the guest.

**Event plan / timeline:** Final event arrangements, a list of all vendors and a Witherspoon Distillery approved detailed timeline is due to Witherspoon Distillery no later than four weeks prior to the event date. Host must also submit full contact information for all vendors and a host point of contact for the day of the event.

**Weddings:** Witherspoon Distillery is glad to recommend outside vendors for your wedding/reception. However, if more than 30 minutes of pre-wedding planning assistance is needed, it may be provided at \$150/hour. Please note that all wedding/receptions held at Witherspoon Distillery require the hiring of a professional wedding planner/coordinator to ensure that all details are cared for, beyond the venue rental and bar (see “Event Coordinator”). When applicable, a \$500 ceremony fee will be added to your package. You are responsible for booking your officiant. Wedding ceremonies can be held in the whiskey garden, or in inclement weather, in our tasting hall.

### **Witherspoon Distillery Regulations:**

#### **General**

- Private events may be booked Monday-Sunday. Availability may be limited due to public distillery tours, other scheduled events or holidays.
- Underage (under 21 years of age) guests are allowed at all events, at the host’s discretion. All tour guests must be 21 years of age or older at the time of the tour. Tours of the production facility are not open to guests under 21 years of age.
- If excessive cleaning is required after the event, the reserving party will be charged cleaning fees at a rate of \$150/hour. The reserving credit card will be charged for excessive cleaning fees.
- Any damages must be reported immediately to distillery staff and a damage report must be filled out and signed by the reserving party. Damages occurring during the event are the responsibility of the reserving party/host. Any bar tabs left unpaid by the host or party guests are the responsibility of the host.
- No candles, cigarettes, e-cigarettes, cigars, pipes or open flames of any kind are allowed in the distillery or in the whiskey garden at any time. Additionally, smoking is not allowed within 30 feet of any entrance to the distillery. Any violation of this regulation will result in a \$2500 fine, charged to the reserving party, and the violating party will be asked to leave the premises immediately. Repeated offenses will result in the immediate closure of the event, and all hosts/guests will be asked to leave the premises.
- Animals, except for working Certified Service Animals, are not allowed.
- No furniture is to be moved by guests unless permission is granted by the Distillery in writing.
- Guests are not allowed to operate, move or touch any distillery equipment. This includes, but is not limited to stills, tanks, hoses, barrels, grain, boxes, bottles, glassware, machines, tools, tables, dry goods or pallets.
- No equipment or distillery property is to be removed from the premises. The reserving party will be held responsible for any loss incurred during the event.

#### **Access**

- Private event guests will have access to the areas agreed upon in their contract for the duration of their event. Any areas not rented and agreed upon in writing by the distillery and the reserving party/host are off limits.
- Private event guests will NOT have access to the following areas during any part of the event and we ask that guests respect our space and not venture into restricted areas:
  - All offices, conference rooms, workshops, distillery production and storage areas

Food, catering and dining

- Caterers, potentially in coordination with a rental company, are responsible for providing all personnel, food, linens, tableware and furniture required for the event. The caterer and/or the host is also responsible for cleaning and removing all said items.
- Caterers must coordinate all deliveries, drop-offs, setup, meal service, cleanup and event timing with the Distillery. Catering setup and cleanup must be done within the venue rental timeframe.
- There is NO kitchen at the distillery. All food to be consumed at the distillery must be prepared prior to arrival.
- All catering personnel must be employees of the caterer and documented for employment in accordance with current law and shall be the entire responsibility of the caterer. All permits and certifications must be up to date and readily available throughout the event.

Signing and acceptance

By our duly authorized signature below, we accept the provisions of this contract. Once this contract has been signed by you, the reserving party/host, and accepted by Witherspoon Distillery, the cancellation and deposit policies set forth above will apply. The parties agree and acknowledge that a scanned and emailed or a facsimile transmission of a signed and properly executed contract is recognized as legal and binding.

Authorized CONTRACTING/RESERVING PARTY

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

Accepted by Witherspoon Distillery

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name, Title

V7: March2019

Addendum to Witherspoon Distillery Private Party and Special Event Contract  
 Private Event Weekday Package (optional) – **for events booked for Monday, Tuesday or Wednesday only**

Promotion includes:

- 3 hour private venue, including bar, lounge & garden on a Monday, Tuesday or Wednesday (based on availability)
- Original Bar (see page 3 for bar details)
- Optional catered breakfast, lunch, dinner or small bites (meat, cheese, crudité), with 3 set menu options to choose from (BBQ, Italian or Tex-Mex) – must be selected no less than 4 weeks in advance
- Optional private behind-the-scenes production facility mini-tour + tasting (tours accommodate up to 40 guests each – larger parties may require additional tours) – tour must begin 30 minutes or less after event start time.
- 15 minute host pre-event setup time + 15 minute host post-event takedown and cleanup time (if more time is needed, it must be added below – see “price/extra hour”). Setup and breakdown time is not “event time”, and venue and bar will not be open to guests during this time.
- 30 minutes of pre-event planning with Witherspoon Distillery, to be conducted via email, phone or in-person (mode of communication based on availability)
- Total event cost to be invoiced and is due at signing to reserve date. Event cancellation will result in forfeiture of payment.
- All other terms and conditions of the Witherspoon Distillery private party and special event contract not mentioned on this page, do apply to this package. Please note that the terms of this turnkey package are limited and are not flexible, which is reflected in the significantly discounted price. For more flexible options, we suggest reserving a la carte events outside of this package.
- All taxes and service charges included in discounted package cost.

Event options (circle or highlight ONE):

	1-25 guests	26-50 guests	51-75 guests	76-100 guests	>100 guests
Total cost	\$3500	\$5000	\$6500	\$8000	Call for quote
Price/extra hour	\$750	\$1250	\$1700	\$2000	Call for quote

Additional hours needed for event, setup or cleanup: \_\_\_\_\_

**Authorized CONTRACTING / RESERVING PARTY**

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Printed Name

**Accepted by Witherspoon Distillery**

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Printed Name, Title