

**Ten Spoon Vineyard + Winery**  
4175 Rattlesnake Dr. | Missoula, MT | www.tenspoon.com  
**Venue Rental**

Fee Structure

Base fee: \$300

Staff Fee: \$35/hour\* (including prep/closing)

Wine (choose):

Hosted Bar pre purchased by the bottle

Non Hosted Bar Paid for by the glass by guests

*(we will discuss this in your consult, and it can be a hybrid of both)*

Deposit/Cancellation Policy:

\$150 fee due as deposit upon booking (**already paid**)

Cancellations more than 2 weeks prior to event forfeit ½ the deposit

Cancellations less than 2 weeks prior to event forfeit deposit

\*Staff fee does not include gratuity

**\*\*staff must be present for any access to the building and until premises is vacated (Ten Spoon reserves the right to charge \$100/hr for facility + staff time past agreed upon hours, within reason)**

Event Info Sheet:

**Group Name:**

**Contact Person:**

**Phone Number, Email and Billing Address:**

**Event Date:**

**Estimated Hours:**

Set up Start Time:

Event Start Time:

Event End:

Finish take down by:

For booking information, please contact Nora at either  
406-549-8703, or [nora@tenspoon.com](mailto:nora@tenspoon.com).

**Est. Number of people expected:**

Base Fee: \$300

Staff Fee: \$35/hour X \_\_\_\_\_ # hrs

\$150 Deposit Paid Date:

Other Details:

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Please electronically sign and date indicating agreement to Ten Spoon Policies listed above.

**A filled out event info sheet, signature, and deposit will hold your reservation.**