

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

Fee Structure

Base fee: \$1,500

Staff Fee: \$35/hour/staff member* (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:

\$750 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.

Est. Number of people expected:

Base Fee: \$1,500

Staff Fee: \$35/hour X 2 Staff X _____ # hrs

\$750 Deposit Paid Date:

Other Details:

/s/

/s/

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.