

**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:

**Est. Number of people expected:**

Base Fee: \$300

Est. 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.**

# ADDITIONAL INFO

**Sunday through Wednesday** events generally have access to our entire grounds inside and out, our main tables and chairs which seat about 100-120, and our folding tables and misc chairs that seat an additional 20-25. **We do not provide linens.**

**Thursday through Saturday** events that are not done and broken down by 4pm generally only have access to the East Lawn, and our folding tables and misc chairs. Chairs and tables can easily be rented through Eastgate Rental/Montana Party time. Rental and coordination is your responsibility. **We do not provide linens.**

**Rental & Staff Time fees** include a private bartender, private bar setup, and water service. You must have at least one staff person present at all times from setup through takedown.

**No outside beverage allowed.** For alcohol we can only legally serve our wine. For non-alcoholic we can take any custom order and either add it to your bill or sell it to your guests. Violation of the no outside alcohol policy can result in day-of termination of your event with full agreed upon bill still due. **We allow all outside food.**

**We do not provide tents.** Tents can be rented through Eastgate Rental/Montana Party time. Usually this requires substantial advanced notice on their end. Rental and coordination is your responsibility.

**We have a P.A, a microphone and a stand.** We require minimal amplification for all events, meaning no more than you need, and this is at staff discretion. We are in a residential neighborhood and wildlife area and the acoustics on the back patio are excellent, so there's no reason for excessive volume.

**All open flames must be explicitly approved on the day of the event by Ten Spoon.** Often in the summer months we have to be quite strict about this due to dry conditions, but feel free to request things like access to the firepit, candles, etc.

**Setup can begin as early as 7am, and takedown must be completed by 10p.** We prefer setup to start after 9am, and things should be winding down by 9p.

**We do not allow firearms, weapons, or hate speech at Ten Spoon, any time, ever.**