

TRES SUEÑOS



Tres Sueños Vineyards & Winery Wedding Checklist

Bride _____ Groom _____

Phone # _____ Phone # _____

Date of Wedding _____

Start Time _____ End Time _____ (this includes clean up)

Rental of Facility \$ _____ plus 5.5% tax \$ _____ \$ _____

Deposit paid by:

Cash \$ _____ dtd _____

Check \$ _____ dtd _____

Money Order \$ _____ dtd _____

Visa \$ _____ dtd _____

Wine Limit for Reception \$ _____

Rental of Wine-a-Rita Machine **\$ 75.00**

Bottles _____ x \$ _____ \$ _____

Bottles _____ x \$ _____ \$ _____

Service for Beer \$10 per Case (24 per case) #Cases _____ \$ _____

Set up/Take Down Tables & Chairs _____ No _____ Yes \$ _____

Table Cloth(s) _____ x \$5.00 _____ Black _____ White _____ Brown (1.0 only) \$ _____

Chair Cover(s) _____ x \$1.00 _____ White _____ Brown

Tax @ 5.5 % \$ _____

Total Due \$ _____

Additional Payments made:

\$ _____ dated _____

\$ _____ dated _____

\$ _____ dated _____

Balance Due 2 weeks prior to Wedding Date \$ _____

Wedding Contract
Tres Suenos Winery & Vineyards

Bride _____ Groom _____
Bride phone _____ Groom phone _____
Other (if any) contact person _____ Phone _____
Address for billing _____
Email address _____
Wedding date _____ Beginning time _____ End time* _____
Venue (circle one): North or South Bed & Breakfast rental/date _____

NOTES:

Wedding rental fee is \$1,995 (+tax)

Four hour facility for wedding from 6pm - 10 pm, with additional six hour setup from Noon - 6pm.

Note: 10 pm ending includes cleanup time.

Events lasting past 10pm require an additional fee of \$125 until midnight.

Sunday weddings may be booked any time, including a six-hour setup and four hour event.

South venue - Use of 4,000 square foot air conditioned event center; 3,000 square foot outdoor covered pavilion and ceremony area under the pine trees; bridal loft with dressing room and bathroom; men's dressing room; use of full kitchen and icemaker.

Ten round five-foot tables; ten rectangle six-foot tables, 300+ white folding chairs; 80 upholstered chairs (south); 80 spring back metal chairs with 20 metal tables (south).

Staffed wine bar and wine glasses at each venue.

Sound system (to be set up by member of bridal party) at each venue.

North venue - use of Bed & Breakfast (for dressing) including full kitchen, along with pavilion kitchen; two restrooms; custom-iron archway under the oak trees;

Ten percent discount on wine purchases by the case.

Also available:

Table linens in white, black and brown for all tables are \$5 each for rental (+tax).

Chair covers in brown and white (for upholstered chairs); Sashes in moss green and navy blue. \$1 (+tax) each.

Wine-a-rita machine rental is \$75 (+tax), plus cost of wine. South only.

Chair & table teardown is \$55; otherwise it is your responsibility as part of cleanup.

Wedding rehearsals are complimentary if held during business hours of 12 - 6 pm. Otherwise, rental is \$25 per hour. Book in advance.

Service charge of \$10 (+tax) for beer. You bring the beer. **NO KEGS OR LIQUOR ALLOWED ON PREMISES.**

Service charge of \$3 (+tax) per bottle to serve champagne for toasting. You bring champagne.

Setup and cleanup are responsibility of the renter. If left unclean, there is a \$200 (+tax) fee. Any damages to venue will be charge according to costs of replacement/repair.

When booking, a non-refundable deposit of \$1,000 is required to hold the date. We also require a credit card to be on file.

BALANCE IS DUE TWO WEEKS PRIOR TO WEDDING DAY OR CONTRACT IS VOIDED. Make payments to: Tres Suenos, PO Box 482, Luther, OK 73054, or by phone, 405-277-7089. Email: finewines@tressuenos.com

We are a winery, open to the public from Noon - 6pm, so please respect our patrons and keep the bar clean and unobstructed with decor so we can serve as you setup for your event.

To protect the outdoors, please **NO** artificial petals, confetti or non-biodegradable items. Children must be supervised at all times.

Tres Suenos is not responsible and/or liable for any lost, stolen or damaged personal items, or for any injury incurred during any event on our premises. No smoking indoors. No tailgating. No fireworks.

Thank you for choosing Tres Suenos. We appreciate your business and look forward to your event.

PAYMENTS: Deposit Amount _____ Date: _____
Additional payments/dates: _____

Signature in agreement with terms and conditions: _____

TRES SUEÑOS



Tres Sueños Vineyards and Winery Credit Card Security Deposit Authorization Form

Cardholder Name: _____

CC#: _____

Security Code: _____

Expiration Date: / /

Master Card

VISA

AMEX

Discover

Other

Billing Address: _____

City: _____

State, Zip: _____

Contact Phone No.: _____

Alternate Contact No.: _____

For (circle one or more that apply): Wedding/Reception Reception Only B&B General Party

By signing this form, I agree that all information provided is accurate and complete. I have been provided a copy of the Tres Sueños Vineyards and Winery Contract for rental of its facility that I have read, understand and accept. I also agree that I authorize Tres Sueños Vineyards and Winery to process the above credit card for full payment against any DAMAGES, SHORTAGES, and/or LATE RETURN FEES incurred in association with renting its facility.

Signature of Cardholder: _____

Date: / /

You will be notified prior to your credit card on file being charged

Changes in the status of this card can be reported to the information provided below.

