



## EXHIBIT II POLICIES AND PROCEDURES

**No Defacing of the Premises:** All decoration must be freestanding. No staples, tacks, nails, glue, tape or any other form of attachment likely to damage paint or woodwork is to be used to fix signs or decorations to the interior walls and ceiling or to the exterior of the building. Glitter, confetti, flower petals, streamers, potpourri, seeds, sparklers and helium balloons are prohibited from use on the premises. Candles are allowed only if in votive holders or contained properly. Tapered candles must be secure in candleholders with necessary precautions not to drip on furnishing or floors. All candles are to be carefully managed. No indoor chairs will be taken outside and no outside chairs will be brought inside.

It is expressly agreed that the Owner shall determine whether any such damage has been done, the amount thereof, the reasonable cost of repairing the same, and whether it is one for which, under the terms of the Agreement, Client is to be held responsible. The decision of the Owner, when made in the sole discretion of Owner, shall be final. Owner may deduct from Client's Security Deposit any expenses Owner incurs repairing any damage caused by Client as a result of the Event having taken place on the Premise.

**Alcoholic Beverage Service:** Alcoholic beverages shall not be sold on the Premises under any circumstances. Alcohol may only be provided as follows: 1.) All wine consumed on the property shall bear the label Flat Creek Estate, or Travis Peak Select and be procured through the Owner. 2.) Wine may be served only by TABC certified bartenders, with the understanding that caterer or bartender uses discretion in the amount served per person. 3.) Bars may only be set up as designated by the Owner. 4.) No other alcoholic beverages may be brought onto Flat Creek Estate property.

**Smoking & Other Restricted Substances:** Smoking is strictly prohibited in the Event Center and Pavilion. Illegal substances of any nature are strictly prohibited at Flat Creek Estate. Designated smoking area is confined to the back porch of the Event Center only.

**Occupancy Restrictions:** The Event Center can accommodate a maximum of 100 persons seated. No more than 120 persons without seating. Failure to abide by these occupancy restrictions will result in immediate cancellation of the event. The Pavilion can accommodate a maximum of 150 persons seated. For over 150 guests please consult with Hospitality Coordinator.

**Parking:** There are 2 handicapped parking spaces on the Premises. Additional parking is available, as specified by the Owner, to accommodate all Event participants. Group transportation is highly recommended for events over 100 guests transportation (bus) may be required by Owners.

**Wedding Rehearsals:** May be scheduled by appointment only. Rehearsal must be completed by 6pm. If the rehearsal goes beyond 6pm, Client will be charged \$100 per hour adjusted accordingly for time past 1 hour. If rehearsal needs to be after 6pm, you must schedule time with Hospitality Coordinator at a rate of \$100 for the first hour and \$75 for each additional hour, not to run past 9pm.

**Wedding Portrait Session:** A 1-hour session may be arranged with the Hospitality Coordinator with 2 weeks advance notice. Owner will schedule all photo sessions by appointment only. Photo sessions must be during regular business hours. If session needs to be after 6pm, you must schedule time with Hospitality Coordinator at a rate of \$100 for the first hour and \$75 for each additional hour.

**Rentals/Tents:** Unless by special arrangement, rentals can only be delivered the day of the event as stated in the Facility Agreement use period and must be removed from the premises immediately following the event. No items may be stored on Premise. Any items left more than 3 days after the Event will be considered trash and removed. Client must coordinate tent placement and setup time with the Owner. This must be done at least 2 days before the event.

**Facility Use:** No barbeque pits, fireworks, sparklers, or any open-flame lighting device that will be staked into the ground are allowed on site. The gas log fireplaces can only be lit by the FCE staff. The following items are included with the facility: sound system, 12 - (60") round tables, 2 - (6') catering tables, 2 - (6') rectangular tables, 100 padded chairs, patio tables and furniture to seat 24 people in Event Center and 75 people in Pavilion. All other needs for the Event can be provided at an additional charge. Flat Creek does not provide wine glasses. For evening events, no event may begin before 5:00 pm. Refer to your Facility Use Fee document for the required detailed timetable. No event may run past 11:00 pm.

**Access to Other Facilities:** Other facilities on the Premise will not be open during your private event unless agreed upon by Owner and Client and confirmed in writing. No access to the grapes will be allowed. No one is allowed in the creek, pond, or waterfall. Do not throw sticks, coins, food, and other items in the water.

**Vintner's Quarters:** Dressing area available for bride and her attendants starting at **3pm** until the end of the event. Any additional time block needed prior to 3pm needs to be arranged well in advance with the FCE Hospitality Coordinator, additional fees may apply. Overnight rental of Vintner's Quarters available after the event at the Bride's discretion.

The Vintner's Quarters is not designed or appropriate for use as a babysitting facility.

**Caterer:** Owner requires that the Client use a full service caterer when serving food or drinks. The caterer should be in charge of scheduling the Event delivery and pick up before and after the Event, setup before Event, and cleanup after the Event. The Hospitality Coordinator must approve use of the range in the demonstration area. Caterer's signed copy of Exhibit III Vendor Indemnity and Liability must be on file.

**Cleanup:** All cleanups must be complete by the end of the Client contract time. Cleanup must begin a minimum of one hour before the end of the contract time. Kitchen, dining room, dishwashing room, and patio must be cleaned before leaving the Premise. All food must be picked up and removed from kitchen counters and refrigerator. The premise is on a septic system. No food, grease, or other debris may be disposed of in the sink. The Premise floors must be cleaned, swept and mopped. Any trash left by guests should be picked up. Any kitchen equipment used must be cleaned. All trash must be removed from the Premise.

The Hospitality Coordinator must be notified when cleanup is complete. The Hospitality Coordinator may make other cleanup requests to caterer if cleanup is not satisfactory. If cleanup is not completed in a timely manner, the Event Coordinator may release caterer from further cleanup after the contract time has passed. Client will then forfeit any remaining deposit. Any additional cleanup required but not completed, or any additional time spent cleaning will be charged as a fee to the Client. Failure of the caterer to comply with owner cleanup requests will result in restriction for further use of the Premise by the Client.

**Wedding & Event Coordinator:** If assistance is needed with facility issues, contact the Hospitality Coordinator on duty. The Hospitality Coordinator is the Owner's agent during an event and is required to stay until the facility is vacant and is then required to make a final check of the facility. If you would like to have a Wedding & Event Coordinator, we provide our coordinator for you. Please inquire about packages; additional fees apply for this service.

***A meeting between Flat Creek Estate, the client and caterer is required at least 2-3 weeks before the event date to go over setup, floor plan, timeline and any other details.***

**A signed copy of Exhibit II Policies & Procedures must be on file 30 days prior to event.**

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Flat Creek Estate, Owner/Hospitality Coordinator

\_\_\_\_\_  
Client

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date