

# DEEP | ROOTS

wine market & tasting room

## EVENT POLICIES AND PRICING (Spring/Summer, 2019)

Jill Underwood, Events Coordinator: [events@deeproootswine.com](mailto:events@deeproootswine.com)

Thank you for your interest in hosting an event at Deep Roots Wine Market. We have a very comfortable space and cheery atmosphere that will certainly make for a memorable event. We have partnered with several restaurants in Roswell for catering options and will happily coordinate just the right fare for your group.

**Please Note: No outside food allowed unless approved prior to your event.**

### Group/Party Reservations (Less than 25 guests)

For groups less than 25 guests, we can accommodate your party in a seating area without a rental fee and with the business open to the public. We do however, require an in-store purchase minimum of \$40 per person (this does not include catering).

### Buyout Events (25 or more guests)

For groups of 25 people or greater, we require a buyout of the space for a maximum of a three hour block. We require an in-store purchase minimum (tax & gratuity additional) that varies based on the day of the week. This can include WineStation (wines by the glass), retail wines (bottle purchases), retail gourmet foods, and retail gifts/merchandise. Catering is a separate charge and not included in the minimum.

### Buyout Minimums

Monday: 25-40 people \$1000, 41-60 people \$1500

Tuesday & Wednesday: 25-40 people \$1500, 41-60 people \$2000

Thursday: 25-40 people \$2000, 41-60 people \$2500

Friday: 25-40 people \$2500, 41-60 people \$3000

Saturday: 25-40 people \$3500, 41-60 people \$4000

Sunday: 25-40 people \$2000, 41-60 people \$2500

**Securing your Date:** To secure your date, a \$200 deposit is required and a credit card will be held on file. Once the details of the menu have been confirmed, full payment of the catering charges will be due. The required minimum spend + applicable tax and gratuity (less deposit) will be due two weeks prior to the event. If the actual number of guests or total spend exceeds the minimum charged, the additional amount will be applied to the card on file.

**Please Note: For group events we accept only one credit card for payment.**

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## EVENT POLICIES

**WineStation Cards:** Numbered WineStation cards will be issued to your group. It is the responsibility of the event host to ensure all cards are returned at the end of the event. Any card not accounted for will result in a charge of \$50 per lost card that will be billed to the credit card on file.

**Parking:** Guests may find parking in the Plum Tree Village parking lot or in the City of Roswell public lot accessible off of Green Street. *Please advise your guests not to park in the Vin25 parking lot.*

**Music/DJ's:** For buyout events we welcome music or playlists brought in by guests. DJ's are also welcome for buyout events. Arrangements for a DJ will need to be handled by the event host. DJ setup must be approved by our Events Coordinator.

**Decorations:** Flowers and decorations are welcome. Set-up times must be arranged with our Events Coordinator. We do ask that no feathers, confetti, or glitter be brought in due to the challenges of cleaning up these items.

**Gratuities:** Our staff works hard to make your event a great success. The gratuity for group events is 15% and due with the final invoice. Additional gratuity is at your discretion.

**Property Damages:** We understand accidents may happen. However, should property get damaged during an event, the cost of the repairs will be the responsibility of the event host.

**Alcohol:** Alcohol can only be served to those guests who are 21 or older. All guests will be encouraged to drink responsibly. Our staff is trained in alcohol awareness, to demand age verification at their discretion, and to refuse service to anyone who does not have proof of age or appears to be intoxicated.

**Special Requests:** Just ask! We will attempt to accommodate special requests. Service charges may apply.

**Discounts, coupons, loyalty points cannot be applied toward group events.**

**For all event inquiries please contact our Events Coordinator:  
Jill Underwood  
[events@deeprootswine.com](mailto:events@deeprootswine.com)**