



San Martino Winery & Vineyards
Physical: 12512 Hwy 205 Rockwall, Tx 75087
Mailing Address: PO Box 2229 Rockwall, Tx 75087
Ph: 972-772-6043 Fax: 972-772-1902
Th-Sat: 1pm - 9pm
Sun: 1pm - 6pm
www.sanmartinowinery.com

Rental Questionnaire

Thank you for your interest in holding your Event here at San Martino Winery & Vineyards

In order to better accommodate your needs please review the following; send this information to rentals@sanmartinowinery.com.

Guest: _____

Contact Number: _____

Email: _____

Date of Event: _____

Time: _____

Hours: _____

All buildings, rooms, and facilities are rented in 3 hour time increments. The winery's hours are:

Thursdays – Saturdays 1:00pm to 9:00pm

Sundays 1:00pm to 6:00pm

All rental hours must be during our open hours.

San Martino Winery does not rent the facility before or after normal hours of operation.

Type of Event: _____

Building Requested: **Event Center & Adjacent Patio**

Number of Guests: _____

Event Planner:

Would you like assistance planning your event? _____

The cost of using an Event Planner is based off the total cost of: Catering, Floral Arrangements, and all Outside Services requested. The fee is 15% off the total for these services.

Gratuity:

There is an 18% gratuity fee on all rentals.

Linens:

If your party requires linens of any color, please include this in your rental request.

Colors available include:

Solids:

Beige
Berry
Black
Brown
Burgundy
Burnt Orange
Celadon
Charcoal
Dark Olive
Dusty Rose
Eggplant
Emerald Green
Grey
Harvest Gold
Hunter
Ivory
Jade
Khaki
Lavender
Light Olive
Lime
Magenta
Maize
Marigold
Midnight
Mint
Navy
Neon Green
Neon Orange
Neon Pink
Neon Yellow

Orange
Pacifica
Peach
Pink
Plum
Purple
Red
Royal Blue
Salmon
Sky Blue
Slate Blue
Teal
Terra Cotta
Turquoise
Wedgewood
White
Yellow

Sonoma Damask White
Sonoma Damask Ivory

Satin Stripes:

Black
Burgundy
Gold
Indigo
Ivory
Lilac
Peach
Red
Silver
White



Beige



Eggplant



Lime



Berry



Emerald Green



Magenta



Black



Grey



Maize



Brown



Harvest Gold



Marigold



Burgundy



Hunter



Midnight



Burnt Orange



Ivory



Mint



Celadon



Jade



Navy



Charcoal



Khaki



Neon Green



Dark Olive



Lavender



Neon Orange



Dusty Rose



Light Olive



Neon Pink



Neon Yellow



Sky Blue



Sonoma Damask Ivory



Orange



Slate Blue



Black Satin Stripe



Pacifica



Teal



Burgundy Satin Stripe



Peach



Terra Cotta



Gold Satin Stripe



Pink



Turquoise



Indigo Satin Stripe



Plum



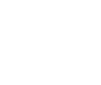
Wedgewood



Ivory Satin Stripe



Purple



White



Lilac Satin Stripe



Red



Yellow



Peach Satin Stripe



Royal Blue



Sonoma Damask White



Red Satin Stripe



Salmon



Silver Satin Stripe



White Satin Stripe

Number of linens needed:

Indoor Area:

4 Wooden Tables. Linens: _____ Color: _____

Total seating, 24 guests. Napkins: _____ Color: _____

4 Six Foot Tables. Linens: _____ Color: _____

Total seating, 32 guests. Napkins: _____ Color: _____

1 Six Foot Table - buffet/cake/gift table.
Linen: _____ Color: _____

Outdoor Seating Area:

8 Square Iron Tables. Linens: _____ Color: _____

Total seating, 32 guests. Napkins: _____ Color: _____

If your party requires linens of any color, please include this in your rental request.

Stem wear:

Please include the number of glasses needed for your rental.

Wine Glasses: _____

Champagne Flutes: _____

Water Glasses: _____

Coffee/Tea: _____

Other, please include description: _____

Other Beverages:

San Martino Winery & Vineyards does not allow outside beverages, both alcoholic and non-alcoholic.

Bottled water, sodas and tea/coffee must be purchased from the winery. If these are things that your party requires please include this in your rental request.

Bottled waters, case of 32 bottles. Number of Cases: _____

Sodas, case of 12 cans. Variety: _____ Number of Cases: _____

Variety: _____ Number of Cases: _____

Variety: _____

Number of Cases: _____

Tea/Coffee: Number of servings needed: _____

Other, please include description: _____

Toasts:

San Martino Winery can help select an excellent Champaign or Sparkling Wine for your special occasion that meets your tastes and your budget. If your event requires Champaign or Sparkling Wine for a toast, please include this in your rental request.

Number of guests for toast: _____

Preferences in Champaign, sweet/dry: _____

Other Optional Rental Items:

If your party requires additional items please, please include this is your rental request.

Event Center Television Monitor: _____

Wedding Ceremony Chairs:



White Folding Chair

Black Folding Chair

Natural Wood Folding Chair

White/Black/Natural Wood: _____

Quantity Needed: _____

Place Settings:

Quantity Needed:

Charger: _____

Dinner Plate: _____

Salad Plate: _____

Dessert Plate: _____

Soup Bowl: _____

Dinner Fork: _____

Dinner Knife: _____

Salad Fork: _____

Soup Spoon: _____

Dessert Fork/Spoon: _____

Other: _____

Wine Purchase:

Minimum wine purchase: 2 cases, or \$500. Cases can be mixed varietals. Additional wine can be purchased at the Tasting Room Bar during the event. Any wines not consumed during the rental can be re-corked to take home.

Wines must be selected a minimum of 2 weeks prior to the date of the event. In order to receive a 10% discount on each case, the cases must be purchased in one payment by the rental party.

Please contact our Tasting Room Manager, Cristina Ramos, to set up an appointment to select wines for your event. 972-772-6043.

Throughout the Event the Tasting Room Bar will be open for individual sales. During the Event there are no Wine Tasting Flights, only the sale of bottles.

Preferences in Wine: _____

Setup/Cleanup:

Do you need assistance with setup/cleanup: _____

There is a \$150.00/hour fee if you require San Martino Winery Staff Members to aid in the setup/cleanup of any event. There is a 1 hour maximum for setup and ½ hr for cleanup. Rental party may not access any of the rental facilities prior to one hr before event.

Damages:

There is a \$500 refundable damage deposit required for all rentals. Damage deposit is held until final inspection of the building is assessed. If no damages occur full deposit is returned.

Deposits:

A signed contract and a 50% non-refundable deposit required to secure your event. Deposit is due a minimum of 2 months prior to your event.

If your event is canceled, your deposit is forfeited. Should you cancel two weeks prior to your event, you will be billed for the full amount of your rental.

Final payment is due on the day of your Event.

Flowers & Center Pieces:

We allow Rental Parties to select their own florists for decorating their event. We ask that you provide us with the contact information for your florists for efficient coordinating.

If you will be acting as your own florist please know that you will be responsible for the set up and take-down of all floral arrangements.

San Martino Winery does not provide assistance with flowers or center pieces. Our decorations are holiday related and are only displayed during specific seasons.

Parking Attendants:

For large events, more than 40 guests, at the facility for a specific event, we require the use of Parking Attendants.