



Daniel's Catering at the Columbia Winery Banquet Room Rental Information

Banquet Room Reservations:

Daniel's Catering handles the booking of all banquet space at Columbia Winery for weddings, personal, or corporate functions. A non-refundable deposit of \$700.00 is required to confirm a reservation date for all spaces except the Woodburne Room. The Deposit will be applied to final balance. A room reservation is not confirmed until we receive the deposit and signed contract. The remaining balance, if any, must be paid in full 30 days prior to the event.

Two reservation periods are generally available on Saturdays, the first between the hours of 10am and 4pm, and the second between 6pm and midnight. Single room reservations are not available for Saturday evenings, in most cases. The Columbia Room (the Milestone Room and Cellarmaster Rooms combined) is the only reservation accepted for the 6pm to Midnight time frame on Saturday evenings.

Payment Procedures: Following receipt of the non-refundable deposit and signed agreement, additional payments may be made at any time. Payment in full must be received **30 days prior to the event**. If full payment has not been received 30 days prior to the event, the event can be cancelled.

Cancellations: A cancellation must be received **90 days prior to your event** or the full room rental rate will be charged. If you cancel your event 90 days prior, and you have paid in full, you will be refunded all but your deposit.

Hold Procedures: A tentative three-day hold may be placed on a specific date. The hold will automatically be removed if confirmation has not been made. The reservation is complete only with a receipt of deposit and a signed room rental agreement.

Food & Beverage Minimums: Catering food and beverage cost minimums must be met with each room rental. Daniel's Catering will provide all food and beverage for your event. Please speak with your catering sales manager or visit www.danielscatering.net for menus.

Parking: Columbia Winery has 140 complimentary parking spaces. To ensure adequate parking, please encourage your guests to carpool.

Additional Wedding/Reception Information:

Ceremony Fee: An Additional \$500.00 will be charged for wedding ceremonies. This fee covers the one-hour rehearsal time (usually scheduled the Thursday prior to the ceremony) as well as the use of the Woodburne Room for the bridal party the day of the event.

Limitations of Ceremony Times:

- The 10am to 4pm rental requires that ceremonies begin **before** 12:30pm.
- The 6pm to Midnight rental requires that ceremonies begin **before** 6:30pm.
- Please discuss **Sunday** ceremony times with your Daniel's Catering sales manager.
- Please consult with your Daniel's Catering sales representative before selecting a ceremony time because other variables may apply.



Daniel's Catering at the Columbia Winery

Banquet Room Details

Your Banquet Room Rental Includes:

- Tables & Chairs
- Square white or cream table linens & napkins
- China/Flatware/Glassware

*Audio-Visual Equipment can be rented at an additional cost

*Daniel's Catering can also provide any other décor/rental items you might need

The Columbia Room

(Cellarmaster & Milestone Rooms Combined)

- 3,744 sq. feet (48' x 78')
- Carpeted
- Two Gas Fireplaces
- Outdoor Patio (56' x 40')
- Seating Capacity / Accommodations:
 - 225 – Round Tables
 - 120 – Classroom Style
 - 250 – Theatre Style

The Milestone Room

(South side of Columbia Room)

- 1,872 sq. feet (48' x 39')
- Carpeted
- Gas Fireplace
- Outdoor Patio (56' x 40')
- Seating Capacity:
 - 72 – Round Tables
 - 60 – Classroom Style
 - 90 – Theatre Style

The Cellarmaster Room

(North side of Columbia Room)

- 1,872 sq. feet (48' x 39')
- Carpeted
- Gas Fireplace
- Seating Capacity:
 - 72 – Round Tables
 - 60 – Classroom Style
 - 90 – theatre Style

The Woodburne Room

- 576 sq. feet (20' x 21')
- Gas Fireplace
- Seating Capacity:
 - 24 – round Tables
 - 15 – Classroom Style or U-shape
 - 30 – Theatre Style

Daniel's Catering at the Columbia Winery

Room Rental Rates and Food & Beverage Minimums

	Day	Time	Room Rental Rate	F & B Minimum
Columbia	Monday - Friday	8am - 4pm	\$700	\$1,000
	Monday - Thursday	6pm - Midnight	\$1,000	\$2,000
	Friday	6pm - Midnight	\$1,800	\$2,500
	Saturday	10am - 4pm	\$1,800	\$2,500
	Saturday	6pm - Midnight	\$2,800	\$5,000
	Sunday	10am - 4pm	\$1,800	\$2,000
	Sunday	6pm - Midnight	\$1,800	\$2,000
	Milestone	Monday - Friday	8am - 4pm	\$400
Monday - Thursday		6pm - Midnight	\$550	\$1,100
Friday		6pm - Midnight	\$1,000	\$1,350
Saturday		10am - 4pm	\$1,000	\$1,350
Saturday		6pm - Midnight	Columbia Room Only	
Sunday		10am - 4pm	\$1,000	\$1,350
Sunday		6pm - Midnight	\$1,000	\$1,350
Cellarmaster		Monday - Friday	8am - 4pm	\$350
	Monday - Thursday	6pm - Midnight	\$500	\$900
	Friday	6pm - Midnight	\$850	\$1,150
	Saturday	10am - 4pm	\$850	\$1,150
	Saturday	6pm - Midnight	Columbia Room Only	
	Sunday	10am - 4pm	\$850	\$1,150
	Sunday	6pm - Midnight	\$850	\$1,150
	Woodburne	Monday - Sunday	10am - 4pm	\$250
Monday - Sunday		6pm - Midnight	\$250	\$300

Wedding Ceremony Fee: \$500 additional



Daniel's Catering at the Columbia Winery

Banquet Use Policies

- The Winery is a non-smoking establishment, however any ashtrays are available on the patio.
- All candles must be housed in glass or metal containers.
- The use of confetti, glitter, birdseed, or rice is prohibited.
- The use of nails, tacks, pushpins, tape or glue is not permitted.
- Rose petals must be dropped onto aisle runner and/or confined to the tops of the tables.
- Helium balloons may be utilized for décor, but must be secured. In the case of a released balloon, the hosting party shall be assessed the retrieval fee.
- The hosting party shall be responsible for any damage to the facility and/or excessive cleaning required, due to the actions of the hosting party or their guests.
- ALL food & beverage consumed on the premises must be purchased and served by Daniel's Catering.
- The hosting party shall be responsible for ALL items brought into the facility by the hosting party and their guests. This shall include boxes, indoor and outdoor décor (floral, candles, etc.), and any items to be shipped or picked up at a later date.
- Photography is permitted on the grounds of Columbia Winery. When requesting pictures in the turret room, on the staircase or balcony, supervision is required.