

# LARGE PARTY GUIDELINES

WE AT UNCLE YU'S AT THE VINEYARD ARE THRILLED YOU HAVE CHOSEN US TO HOST YOUR PARTY! PLEASE REVIEW THE CONTRACT INFORMATION BELOW, AND LET US KNOW IF YOU HAVE ANY QUESTIONS BEFORE WE GET THE PLEASURE OF SERVING YOU!

## CHOOSING A MENU

- Parties of **15-29** must choose a menu at least **3 business days** prior to the event.
- Parties of **30-50** must choose a menu at least **6 business days** prior to the event.
- Menus can be modified upon request for most food allergies or dietary restrictions. Please inform us, with as much notice as possible, to ensure these modifications.
- Our banquet, or custom pre-fixe menus, are available online at [uncleyusvineyard.com](http://uncleyusvineyard.com)

## GUEST COUNT

- For groups of **15-50**, we must ask that you provide a final guest count no later than **2 business days** prior to the event; this ensures that our chef may order the necessary fresh foods.
  - Payment for your guaranteed number of guests will be required at the end of your banquet. If fewer guests are in attendance than your stated guarantee, the bill will be based on the guarantee proved **2 business days** prior to the event.

## DRINK HOSTING

- Hosts are *required* to pay for all soft drinks, coffee, and teas. Cocktails and wine are optional to host.
- A separate check for alcohol is available upon request. This check may *only* be split evenly between guests, so that all payments are equal.
- Please allow our staff extra time to process these payments to insure accuracy.
- Guests who chose to purchase their cocktails from the bar will have an (18%) service charge added to their bill
  - Because of crowding at the bar, this method is not encouraged.
  - Again, Please allow our bar staff extra time to process these payments to insure accuracy.

## CORKAGE & CAKEAGE

OUR INTERNATIONAL WINE LIST OFFERS A VARIETY OF VINTAGES FROM AROUND THE WORLD. WE OFFER ALMOST 600 WINES BY THE BOTTLE, A GREAT SELECTION OF LIVERMORE WINES, AND OTHER RARITIES!

- Our Corkage Policy is per 750ml bottle:  
The 1<sup>st</sup> bottle is \$20.00; the 2<sup>nd</sup> is 30.00;  
the 3<sup>rd</sup> is \$40.00; and the 4<sup>th</sup> is \$40.00.  
Decanting - \$5.00
- The highest corkage fee is waived for each 750ml bottle purchased from our wine list.
- We welcome you to bring in your own cakes or desserts, however there is a carry in charge of \$1.00 per person. An additional \$1.00 will be added for food that requires any cutting, flatware, or any other service.

## RESERVATION TIMES

- Large parties have specific dining times that are based upon group size, and the needs of the party.
- Please inform your guests to arrive early so that your party can begin and end on time.
- It is recommended that guests stay in their assigned area in order to facilitate service.

## PRIVATE DINING

- Private dining parties have a food & beverage minimum instead of a room charge.
- The minimums are to be met before the 10.25% sales tax & 20% service charge is applied. A 20% Deposit based on minimum is required at time of booking.
- Parties of 29 *and under* looking for a private dining experience, must pay the food & beverage minimum. Therefore ensuring the space is exclusive. If the minimum expenditure is not met, the balance becomes a *room fee*.
- Parties of 30 *or more* must pay the food & beverage minimum. If the minimum expenditure is not met, the balance becomes a *room fee*

### LUNCH SERVICE

#### HARVEST ROOM

MON – FRI	11:00-1:30 OR 1:00-3:30	\$1,650
SAT – SUN	11:00-1:30 OR 1:00-3:30	\$1,950

#### VINEYARD PATIO

MON – SUN	11:00-1:30 OR 1:30-3:00	\$2,250
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### DINNER SERVICE

#### HARVEST ROOM

MON – THU	5:00-7:30 OR 7:00-9:30	\$1,900
FRI – SUN	5:00-7:30 OR 7:30-10:00	\$2,500

#### VINEYARD PATIO

MON – SUN	5:00-7:30 OR 7:30-10:00	\$3,500
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THERE IS A \$5.00 FEE, PER PERSON, FOR EVERY 15 MINUTES THAT YOUR PARTY GOES OVER THE SELECTED DEPARTURE TIME.

## DECORATIONS

We welcome any decorations or personal touches that may enhance your party. However wall décor is not permitted. Additionally, please limit your personal touches to tabletop décor only, and arrive early to ensure it is set to your liking.

## CANCELATION POLICY

- Parties of **15-29** that choose to cancel...
  - MUST cancel with **MORE THAN 3 business days** notice, and **WILL NOT** be charged a cancellation fee.
  - If party cancels **WITHIN 3 business days** of their reservation, there **WILL BE** a charge of **\$10 per person**, for loss of business.
- Parties of **30 -50** that choose to cancel...
  - MUST cancel with **MORE THAN 5 business days** notice, and **WILL NOT** be charged a cancellation fee.
  - If party cancels **WITHIN 5 business days** of their reservation, there will be a charge of **\$20 per person**, for loss of business.
- Parties that **NO SHOW...WILL be charged \$50 per person.**

## TAXES & SERVICE CHARGES

- A credit card is required at the time of booking for parties of **15 or more.**
- Livermore Sales tax (10.25%) will be applied to food & beverages, as well as a service charge of (20%) to the final bill.
- Checks may only be split evenly between guests, so that all payments **ARE EQUAL.**
- We accept cash, Visa, MasterCard, Amex, & Discover
- We accept gift cards purchased only from:  
Uncle Yu's at the Vineyard.

# LARGE PARTY CONTRACT

Name of Reservation: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Contact (1): \_\_\_\_\_

Phone (1): \_\_\_\_\_

Contact (2): \_\_\_\_\_

Phone (2): \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Day of the Week: *Mon Tue Wed Thu Fri Sat Sun*

Desired Arrival Time: \_\_\_\_\_

Required Departure Time: \_\_\_\_\_

Expected Guest Count: \_\_\_\_\_

Final Guest Count Due: \_\_\_\_\_

For groups of **15-50**, we must ask that you provide a final guest count no later than **2 business days** prior to the event; this ensures that our chef may order the necessary fresh foods.

➤ PRIVATE DINING – Yes  No  (*Parties of 29 and under*)

Parties of **29 and under** looking for a private dining experience must pay the food & beverage minimum. Therefore ensuring the space is exclusive. This is offered in either our harvest room, or on our patio. If the minimum expenditure is not met, the balance becomes a *room fee*.

Parties **over 30** must pay the food & beverage minimum. Therefore ensuring the space is exclusive. This is offered in either our harvest room, or on our patio. If the minimum expenditure is not met, the balance becomes a *room fee*.

Desired Space – Harvest Room  Vineyard Patio

Other: \_\_\_\_\_

Table Configuration: \_\_\_\_\_

Finalized Menu Due: \_\_\_\_\_

Parties of **15-29** must choose a menu at least **2 business days** prior to the event, Parties of **30-50** must choose a menu at least **5 business days** prior to the event.

MENU SELECTION (*Please check one*)

Friends & Family  Signature Dinner

Good Fortune Dinner  Custom Prix fixe

Food Allergies or Dietary Restrictions?

Bringing Outside Wine? – Yes  No

Our Corkage Policy is per 750ml bottle:  
The 1<sup>st</sup> bottle is \$20.00; the 2<sup>nd</sup> is \$30.00;  
the 3<sup>rd</sup> is \$40.00; and the 4<sup>th</sup> is \$40.00.

Decanting - \$5.00

The highest Corkage fee is waived for each 750ml bottle purchased from our wine list.

Purchasing Wine from

Uncle Yu's at the Vineyard? – Yes  No

If yes, please specify:

Purchasing Dessert from

Uncle Yu's at the Vineyard? – Yes  No

If yes, please specify:

Bringing Outside Dessert? – Yes  No

We welcome you to bring in your own cakes or desserts, however there is a carry in charge of \$1.00 per person. An additional \$1.00 will be added for food that requires any cutting, flatware, or any other service.

DRINK HOSTING (*Please circle all that apply*)

*No Host bar* — *Host bar* — *Beer* — *Wine* — *Liquor*

**A 20% DEPOSIT OF MINIMUM FEE IS DUE UPON BOOKING FOR PRIVATE DINING & WILL BE CREDITED TOWARDS EVENT TOTAL**

*FOR PARTIES OF 15 OR MORE GUESTS A CREDIT CARD IS REQUIRED TO HOLD THE RESERVATION*

CARD TYPE: \_\_\_\_\_ CARD NUMBER: \_\_\_\_\_ EX. DATE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_ BILLING ADDRESS: \_\_\_\_\_

I have familiarized myself with the contents of the Large Party Guidelines.  
By *initialing*, and *signing* below; I acknowledge, understand, accept and agree to comply with the information contained in the Large Party Guidelines provided to me, which includes:

CHOOSING A MENU \_\_\_\_\_ GUEST COUNT \_\_\_\_\_ DRINK HOSTING \_\_\_\_\_ CORKAGE & CAKEAGE \_\_\_\_\_ RESERVATION TIMES \_\_\_\_\_

PRIVATE DINING \_\_\_\_\_ DECORATIONS \_\_\_\_\_ CANCELLATION POLICY \_\_\_\_\_ TAXES & SERVICE CHARGES \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
UNCLE YUS AT THE VINEYARD  
MANAGER'S SIGNATURE

\_\_\_\_\_  
DATE