

The Bella Rooms at DelMonaco Winery & Vineyards Planning Worksheet  
Phone 931-858-1177

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Event description: \_\_\_\_\_  
 Name of Group or Business: \_\_\_\_\_  
 Contact Person(s): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Fees for consecutive booking dates are based on dedicated room time  
 Rates and Hours as Described in the Fee Schedule  
 Deposit required for holding reservation

Room Requested: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

The Bella (Main Level)   
 Max seating with tables: 300. All Day \_\_\_\_\_ # of Hours \_\_\_\_\_ (include set-up & clean up time)

The McNellis Room  Outdoor Areas  
 Max Seating with tables: 70 # of Hours \_\_\_\_\_ Back Patio  # of Hours \_\_\_\_\_

The Johnson Room  Gazebo/Lawn Area  # of Hours \_\_\_\_\_  
 Max seating with tables: 50 # of Hours \_\_\_\_\_

The Jackson Room   
 Max Seating with tables: 25 # of Hours \_\_\_\_\_

Additional \$75 hourly rate charged for events concluding after specified hours.

Additional Amenities Available For use inside the building only:

Wireless Internet \$20	_____		Qty.
Audio/Visual Equipment (\$40/Day)	_____	Tables	_____
Glasses (stemmed) (\$0.25 ea)	_____	Round (40available)	_____
Centerpiece Candle Holders (\$3 ea)	_____	Rectangular (14 available)	_____
		Stackable Chairs (300 available)	_____

Estimated Total      \$ \_\_\_\_\_  
 Deposit (50%)        \$ \_\_\_\_\_  
 Estimated Balance    \$ \_\_\_\_\_

How did you hear of The Bella Rooms at DelMonaco Winery & Vineyards?

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The Bella Rooms at DelMonaco Winery & Vineyards  
Payment Form

We accept VISA, MasterCard, Discover, cash, and checks, payable to:

DelMonaco Winery

A credit card must be given for all events, whether you are using it for payment or not. No Charges made without prior notification and approval.

Credit Card #: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Billing Address for card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Total Event Charge (from planning sheet): \$ \_\_\_\_\_

Total Deposit Amount: \$ \_\_\_\_\_

(Due when the Rental Agreement is submitted.)

Remaining Balance: \$ \_\_\_\_\_

(Due within three days after the event, unless prior arrangements have been made.)

I, \_\_\_\_\_ am responsible for the event held at The Bella Rooms on \_\_\_\_\_ (date). I will be present at this event, and may be contacted by the staff of The Bella Rooms in regards to any questions or concerns about this event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

"Bella Rooms" Representative \_\_\_\_\_ Date \_\_\_\_\_