



# *Private Events*

— *at* —

PFEIFFER WINERY





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*“Drinking good wine with good food in good company is one of life’s most civilized pleasures.” - Michael Broadbent*

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# Event Package

## Private Event Package Includes

- Tables & chairs

Use and set-up of up to 15 round tables, (tables seat eight people each), up to 120 chairs, buffet table, and two glass top barrel tables.

- Bar service

Set-up of wine bar, expert Tasting Room Associate to service your event, and use of Pfeiffer Winery crystal glass wear.

- Event space

Semi-private event space in the Grand Fireplace Pavilion.

- Set-up and breakdown time

Two hours prior to start of event for set-up and decorating, and an hour after event conclusion for breakdown and clean up.

- On-site parking

- On-site sound system

Select your favorite Pandora station, or play straight from your phone or laptop. (Pfeiffer does not have adaptations for phone or computer.)

## Event Enhancements

- Decoration

Linens are available in white, champagne, gold, black, kelly green, and maroon. | \$10 ea.

Customize colored globe ceiling decorations and center pieces for your event. | \$50

- Catering

Hire your favorite caterer for your event or consult Pfeiffer Events Coordinator for a recommendation. | prices will vary

- Entertainment

Make your event one to remember by hiring a band or DJ. For entertainment suggestions, consult Pfeiffer Event Coordinator. | prices will vary

## Event Pricing

Number of Guests	Hourly Venue Rental	Minimum Wine Purchase Requirement	Deposit
20-50	\$150	\$400	\$150
50-90	\$250	\$800	\$250
90-120	\$350	\$1,000	\$350

# Event Policies

## Beverage Policy

- Alcoholic beverage service is limited to Pfeiffer Winery wines; apart from beer provided by Pfeiffer Winery.
- Pfeiffer Winery reserves the right to request proof of age from any guest. If guest is unable to provide proof of age, they will not be served alcohol. No exceptions. Any guest giving alcohol to persons under legal drinking age, along with any guests consuming alcohol that are not of legal drinking age, will be asked to leave immediately. We encourage responsible enjoyment of our wines and ask client to support us in fulfilling our legal obligation to refuse service to any guest that appears intoxicated.
- Hard alcohol is not permitted on the premises due to OLCC regulations. If hard alcohol is found on the premises, Pfeiffer Winery reserves the right to confiscate the liquor, end the event immediately, and charge a \$2,500.00 insurance amendment fee.
- Wine purchase requirements, based on guest count, may be paid in advance, met through a hosted bar, or an open bar. The client may also opt to convert to a cash bar after the minimum wine purchase has been reached.

## Food & Entertainment Policy

- We require the use of a licensed caterer. Catering service must include full set-up, bussing of tables, and clean-up after the event. Catering arrangements must be approved by Pfeiffer Winery Events Coordinator. The catering bay has a working refrigerator and freezer. You are welcome to use this refrigerator/freezer for storing cakes, cupcakes, or other items the day of the event. Ice is not available.
- Due to local sound ordinances, all music must end promptly at 10:00 pm.
- Caterers and entertainers are responsible for prompt set-up and break-down. Pfeiffer Winery is not responsible for any items left on premises after conclusion of event.

## Children Policy

- Pfeiffer Winery is primarily an adults-only venue. If children attend the event, a non-drinking adult over 18 years of age must always be with them. Due to safety concerns we ask that all children under the age of 13 remain inside of the Pavilion. Pfeiffer Winery is not responsible for the health and welfare of children.

## Set Up, Breakdown & Decoration Policy

- Set up may begin two hours before the start time of the event. Delivery and set-up of rental chairs or other rented items may occur the day prior to the event.
- Breakdown must conclude within one hour of event ending. Clients are responsible for restoring the space to the pre-event condition.
- Décor, flowers, rented equipment, etc. can be placed in one area and picked up the following day if necessary. If winery staff is required to do this in order to continue normal business practices, a \$250 clean up fee will be added to your contract.
- Pfeiffer Winery does not provide staff to set up or break down rental chairs or other rented equipment.
- If a ladder is needed for any reason, please ask for assistance from a Pfeiffer Winery staff member. Please ask before hanging banners, posters, pictures, decorations, etc. or before removing anything from any walls, indoors or out.
- Due to the difficulty of clean-up and environmental implications, we ask that rice, birdseed, potpourri, glitter, and confetti of any kind not be used. This includes synthetic flowers/petals, both indoors and out.
- Due to fire danger please no fireworks, torches, lanterns, or sparklers. Candles are okay inside the Pavilion but not permitted in outside areas.

## Additional Policies

- Pfeiffer Winery has many beautiful photo opportunities. Please respect the privacy of the owner's residence by not entering, walking, or driving around the residence to take photos.
- Parking is limited to designated areas only. The upper parking lot directly in front of the tasting room must be left available for handicapped and tasting room guests. Guests of large parties will have full access to large grassy area to the left as you enter the property. We suggest that you have a designated parking helper from your party. If you would like to rent a golf cart to assist with transportation from parking area up to the Pavilion, please reserve this with Action Rental in Eugene (541-726-6517) and arrange for them to deliver and pick up of the golf cart.
- Smoking is allowed in designated areas only due to extreme fire danger. Smoking marijuana is not permitted.
- For the safety, comfort and health of all guests and animals do not bring your pets to the winery. Service animals are exempt from this policy.
- It is client's responsibility to inform guests of all relevant policies.

# Contact & Booking

## Contact Us

Need more information?  
Would you like to tour the facility to see if it fits your needs?  
Or are you ready to reserve the space for your event?

Contact:  
Brienne Ricketts  
Event Coordinator  
541-998-2828

## Deposit

A refundable deposit will be required at time of booking. Space will not be reserved for your group until the deposit has been received. Deposits are refundable up until 14 days prior to event. In the case your party is a no show, your deposit will be forfeited.

You can mail your signed contract and deposit to:

Pfeiffer Winery  
Attn: Events Manager  
25040 Jaeg Road  
Junction City, OR 97448

## *Booking & Payment Policy*

- A service charge of 20% will be added to venue rental and wine purchases.
- Pfeiffer Winery does not host events during the months of September and October due to harvest demands.
- Pfeiffer Winery is open every day of the year, except for Thanksgiving, Christmas, and New Year's Day. During your event, the Tasting Room and the Water Garden remain open for the use of other guests. Every effort is made to keep Tasting Room customers from intruding on your special event and most guests of Pfeiffer Winery choose to respect the privacy of our private event guests by avoiding the event areas.
- Pfeiffer Winery requires a one-day \$1,000,000 insurance certificate for the day of your event with Pfeiffer Winery listed as Additional Insured, and with a Retail Liquor Liability endorsement. This can be acquired through your insurance agent or through an online insurance provider. Please provide Pfeiffer Winery with a copy of the insurance certificate as soon as you acquire it. If the insurance certificate is not received in the winery office at least 96 hours (4 days) prior to the day of the event, Pfeiffer Winery reserves the right to cancel the event without further notice.



# Catering Information

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The following information is very important for both renter and caterer. Review this page thoroughly to avoid any additional fees and ensure the event runs smoothly.

*Please give a copy of this page to your caterer as it may assist them in putting together a quote for your event. If caterer has additional questions direct them to the Pfeiffer Events Coordinator.*

The winery will provide:

- Wine glasses and wine/beer staff.
- Bussing of wine glasses.
- Use of refrigerator and freezer in catering bay. We do not have ice available.
- Final clean-up of winery which includes taking down tables, chairs, etc. (winery provided items). This does not include removal of any event décor, special rented tablecloths or linens, rented tables and/or chairs, or garbage removal.

The Caterer is expected to provide:

- Food and all items needed related to food service including but not limited to dishes, water glasses, silverware, napkins, serving utensils, chafing dishes, etc.
- Set up and clean-up of all items.
- Bussing for all guest tables.
- Refreshment of buffet table if needed.
- Clean-up of catering bay (if used) and/or any areas that were used for bussing, set-up, etc.

Please be advised: even if renter decides to rent dishes, silverware, etc. on their own it is still the caterer's responsibility to set up, buss, and clean up these items as needed. The only situation where we allow a caterer to simply drop off food is for parties of 30 or fewer guests, in which case the client is still responsible for set-up, bussing, and clean-up of the food. Advanced approval and arrangements will still need to be made with the Pfeiffer Events Coordinator.



*“To experience wonder is far  
more satisfying than merely  
having faith that wonder exists.”*

*- Danuta Pfeiffer*