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The logo for Seven Springs Winery features the words "SEVEN SPRINGS" in a blue serif font, with a stylized "7S" monogram in red and blue in the center. Below this, the word "WINERY" is written in a red serif font. The entire logo is framed by two horizontal blue lines.

SEVEN SPRINGS  
WINERY

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Congratulations and best wishes!

Dear Bride and Groom,

Congratulations on your engagement! The time ahead is filled with the excitement of planning your wedding. Seven Springs Winery wants to ensure that your memorable day is in the hands of professional and caring coordinators. Our location is not only beautiful but also convenient. Seven Springs Winery and Vineyards sits upon a 160 breathtaking acres making a wonderful place for your celebration. The winery is less than a 10 minute drive from Camdenton and Osage Beach. Our facility also has a magnificent covered porch and a large patio area ideal for enjoying a glass of wine and admiring the beautiful view.

Seven Springs Winery provides an event coordinator who works with you closely in order to ensure your needs are met. Our facility holds up to 300 people inside and another 125 outside in our patio area. At night, the patio area lights up providing a remarkable, intimate atmosphere. In addition, our executive chef prepares a distinctive and delicious banquet menu with items ranging from hors d' oeuvres to gourmet styled meals. These meals can be customized to fit one's dietary, cultural or personal preferences as needed.

We would like to invite you to come see what makes us different. Please feel free to call ahead in order to schedule a meeting with our event coordinator. We look forward to the pleasure of hosting your special day at Seven Springs Winery.

Winery Hours

7 Days a week

11:00 a.m. until 7:00 p.m.

Sincerely,

Events Coordinator  
Seven Springs Winery  
846 Winery Hills Estates  
Linn Creek, Missouri 65052  
573-317-0100  
[www.sevenspringswinery.com](http://www.sevenspringswinery.com)

## Wedding Information

Seven Springs Winery offers rehearsal dinners, receptions, and outdoor wedding ceremonies. Outdoor wedding prices are negotiated based upon the type of arrangement (i.e., under a tent or on the back patio).

### Services

- Event coordinator to help you plan your special day; including referrals for everything from florist to local hotels and transportation.
- Banquet chairs and tables complete with classic white linens, china, glassware, and silverware.
- Sound system for speeches, background music, and also a flat screen television for showing pictures on DVDs during your cocktail reception.
- Complete setup and cleanup of tables and chairs by our event staff.
- Our event coordinator will be present on your day to ensure everything runs according to your wishes...it is your special day after all!

Seven Springs Winery schedules events everyday of the week. We also offer flexible setup times on the day of your event. Food and beverage banquet service is for four hours. Additional hours may be purchased for the flat fee of \$200.00 per hour with a mandatory extension of your chosen beverage package. Guests receive a complimentary half-hour to gather belongings and clear out the facility after the event. Complimentary non-alcoholic beverages are made available to guests during this half-hour.

To reserve a date, a payment in full is required at booking date for the reception hall. There is a non-refundable 50% payment on catering 30 days prior to your event.

### Reception Area Rental Rates

Monday-Thursday reception area--\$400.00

Friday (Every wedding event)--\$1,000.00

Saturday (Every wedding event)--\$1,500.00

Sunday (Every wedding event)--\$1,000.00

The winery can be closed to the public for 750.00 per hour closed.

### Wedding Timeline

To help you with this busy time, we have included this timeline to help assist you in your planning process.

**Three Months Prior**—Book a planning meeting with our event coordinator to confirm all requirements.

**One Month Prior**—Schedule a final planning meeting with event coordinator to confirm all requirements.

**Two Weeks Prior**—Final guest count and menu selections are due as well as table and seating charts. An event quote will be sent at this time and must be settled no less than five working days prior to the event. Any additions added to the final invoice must be paid in full within 15 days of the event; otherwise, a 1.5% service charge will be added. *Beverage package charges will be added to the event quote unless bar is to be a host tab arrangement or running tab.* Final invoice is calculated on the final guest numbers provided two weeks prior. We can accommodate last minute increases up to 10% of final count, however, once final guest count is given we cannot accommodate decreases.

**Five Days Prior**—Times of all delivery for outside items must be arranged with the event coordinator.

## FAQ

**Is the winery open to the public during my ceremony?**

Yes, the winery is open to the public during normal business hours. We DO NOT shutdown the winery for private events.

**Do you allow outside caterers?**

No, we do not allow outside caterers. Our executive chef can customize our menu to meet your specific needs. We also have our own pastry chef to help you with your wedding cake.

**Can you refer me to a florist?**

Yes, we would be happy to refer you to our local businesses that are reputable and are familiar with our facility.

**Can you refer me to a minister/priest/justice of the peace?**

Yes, we can refer you to several people of the cloth regardless of one's denomination.

**Can you refer me to a wedding planner?**

Yes, you can contact Simply Elegant Wedding and Event's owner Stephanie Snofke. Here is her website <http://lakeozarkweddings.com/> and her cell number is 573-286-6335.

\*\*\*Please note regarding entertainment: If you book a DJ or band, please make sure they provide their own equipment. We cannot supply tables or sound equipment including microphones. Our microphones are for speeches only.

## The Fine Print

Thank you for choosing Seven Springs Winery for your special day. To ensure we meet your expectations, we ask for you to carefully review these pages. It, along with the event agreement, will form the full and complete contract between us.

**Deposit & Contract**—There is a payment in full along with a signed contract required to reserve your event on our calendar.

**Cancellations**—No refunds for hall cancellations, however, you may have your 50% refund for catering with 30 days notice. Any cancellations less than 30 day period is non-refundable.

**Weather & Other Conditions**—Seven Springs Winery is not responsible for any act of God that may postpone your event. There will be no rain dates; all events are rain or shine.

**Payments**—To reserve a date, a payment in full is required at booking date for the reception hall. There is a non-refundable 50% payment on catering 30 days prior to your event. All menus and beverages must be confirmed three weeks preceding your event. All food and beverage prices are subject to 20% gratuity fee and all applicable state and local tax.

**Privacy**—The deli, tasting area, outdoor seating, and bathrooms will be open to our regular customers. The winery closes at 7 p.m. to our customers. Please also keep in mind that the winery may be having a live band for our guests until 6 p.m.

**Food**—Please note the guarantee guest count is due two weeks prior to your event date. In the event that this information is not received and confirmed, the expected number of guests will automatically be used as the guarantee number and the client will be charged accordingly. All menus must be confirmed two weeks prior to your event. Due to food ordering and staff requirements, any changes made within the two weeks prior to your event may incur additional charges. Outside sources of alcohol, wine, beer, or food may NOT be brought onto Seven Springs Winery's premises. If you do not see an item on our menu, please ask and we will do our best to accommodate you.

**Tax & Gratuity**—All events are subject to Missouri State sales tax and a 20% gratuity on food and beverages.

**Limitations**—Due to space limitations, lunch and dinner buffets are not offered in the deli/tasting areas. For some smaller events, limited appetizers may be offered buffet style.

**Billing**—Upon receiving the final guarantee information, an itemized invoice will be made available. The bill is figured weeks before the event and payment will be due then unless other arrangements have been made with Seven Springs Winery. A final bill will be available the day after the event if there are any additional charges, which must be paid in full within five working days. Seven Springs Winery accepts cash, all major credit cards, and checks.

**Alcohol Services**—A \$50.00 bar set up fee is applied to all catered events needing a service bar. Our staff considers their primary focus to be the enjoyment and safety of all our guests. Our staff monitors individual consumption and will use friendly, but firm, techniques to slow down or cease service to individuals who we believe to be at risk to themselves or others. Our staff is quite in tune with responsible beverage service. You will provide your endorsement of our staff decisions in the event that intervention is necessary. *Please note: Beer and other alcohol are not allowed in the public areas of Seven Springs Winery. Alcohol brought into public areas (those where regular customers patron) will be confiscated by our staff.*

**Price Guarantees**—After the contract is complete and the deposit made the room rental and wine prices are guaranteed. We do everything possible to maintain food and bar prices, however, if market conditions dictate, Seven Springs Winery reserves the right to increase prices with 30 days notice.

**Table Layout & Decorations**—The reception room is available two hours prior to your event to allow for decorating. All decorations must follow Seven Springs Winery policies. Absolutely no sticky materials, nails, pushpins, or staples will be used on any of Seven Springs Winery’s interiors or exteriors. In the event that materials are used that damage Seven Springs Winery’s interior or exterior, there will be a minimum charge of \$100.00 applied to your final bill. For safety purposes, candles are only permitted if they are fully enclosed or floating in water. We reserve the right to decide if your candles meet our requirements. No confetti, glitter, shredded material, birdseed, or rice is permitted inside or outside our facility. A minimum fee of \$100.00 will be applied to your final bill in the event that these materials are used. Please remove all inside and outside decorations at the end of your event. This includes items that other vendors may have set up for you. Seven Springs Winery is not responsible for items after your event and does not guarantee the security of those items.

**Fees & Incidentals**—White linens and napkins are provided at no additional cost.

**Event Template**—Notes of our event discussions become our foundations plan for the event with a written record of all the details each of us will do to make the day a success. Seven Springs Winery is not accountable for information not included in the copy of the event template initialed by both parties 14 days prior to the event. Changes after this day may result in additional fees.

**Smoking Policy**—Seven Springs Winery is a smoke-free facility. Smoking is allowed only in the designated outside areas. Failure to comply by all attendees at your event will result in a minimum charge of \$250.00.

**Personal Effects**—Although we endeavor to safeguard your personal property, we assume no responsibility or liability.

**Contractual Liability**—Performance of this agreement and any event referenced by this agreement is contingent upon the ability of Seven Springs Winery to complete its duties. Seven Springs Winery will not be responsible for any acts instigated by other acts of God including weather, which shall impede its ability to perform hereunder. In the event of litigation, each party agrees to be responsible for their respective attorney fees.

**Responsibility for Injury or Damage**—The guest agrees to hold harmless employees and owners of Seven Springs Winery from any actions which may arise due to claims of damage, injury, or death sustained by any guest if such results are caused by the negligence of the guests or participants.

**Proof of Insurance**—A homeowners or renter policy naming Seven Springs Winery as additional insured for the event must be provided no more than 30 days before the event. Persons signing the contract must be the one providing the insurance. Liability in the amount of \$1,000,000 must be provided for the day of the event. This certificate is usually provided free or for a small charge from your insurance company.

**Miscellaneous**—Seven Springs Winery is not responsible for storage or holding of wedding cake stands, extra cake, cake knife/server, gifts, etc. Seven Springs Winery does not store items overnight, including extra cake, nor do we accept any responsibility for items left over.

## Seven Springs Winery Menu

Appetizers are served buffet style. Passed hors d'oeuvres are an additional \$50.00 per tray.  
(\$125.00 per tray feeds approximately 50-70 Guests).

- Crab Rangoon~ succulent morsels of crabmeat blended with cream cheese
- Meatballs~ your style choices: barbeque or Swedish
- Toasted ravioli~ filled with beef and herbs and accompanied by marinara sauce
- Beef and cheese medley torts
- Veggie and dip tray , cheese and meat tray, or bread, butter, and oils tray
- Dill cheese puff~ cream cheese and dill filling accented with a touch of garlic
- Chicken bouchee~ filled with diced chicken, zucchini, feta, and Parmesan cheeses, onion and bell peppers, and cloaked in a savory cream sauce
- Raspberry & brie in phyllo~ raspberry preserves combined with a bite of soft brie cheese and overtones of slivered almonds cradled in a flaky phyllo wrapper

### Main Entrees

Kansas City Strip	\$35.95
10 oz. aged, char grilled steak served with herb butter We recommend serving this medium rare for plated dinners or cooked to temperature at a carving station.	
Prime Rib	\$28.95
Fresh, roasted prime rib served with Anjou and horseradish sauce We recommend serving this medium rare for plated dinners or cooked to temperature at a carving station.	
Stuffed Pork Chop	\$24.95
12 oz pork chop stuffed with a fontina cheese and apple salsa with a cinnamon apple sauce glaze	
Smoked Grilled Pork Steak	\$21.95
10 oz. pork steak smoked, then grilled to perfection This entrée can be served with barbeque or chipotle oil baste.	
Smoked Pork Tenderloin	\$21.95
Smoked and glazed in spicy sweet raspberry sauce	
Halibut	\$29.95
6 oz fresh halibut fillet and marinade in a chardonel and lemon butter reduction sauce	
Walleye Fish Fillet	\$28.95
Season baked Walleye in parchment paper served in a butter baste with toasted almonds	
Chicken Marsala	\$21.95
Chicken breast marinated in spring fling with sliced, fresh mushrooms in a lite lemon reduction and herbs wine sauce	
Honey Glazed Stuffed Chicken	\$21.95
Chicken breast stuffed with boursin cheese, wrapped in bacon, and drizzled with honey	

Margarita Chicken	\$21.95
6 oz chicken breast sautéed in a sweet and sour margarita mix with diced artichoke hearts tossed with tricolor rigatoni pasta	
Lasagna	\$21.95
This is a three cheese and two meat lasagna. We recommend serving this with a Caesar salad, breadstick, and a choice of a vegetable or soup.	
Fettuccini Alfredo	\$21.95
With a roasted red pepper and basil alfredo sauce We recommend serving this with a Caesar salad, breadsticks, and a choice of a vegetable or soup.	
Kabob's	\$19.95
Two skewers of 4 oz marinated pork or beef tenderloin with chef's choice of vegetables over wild rice and a vegetable side	

### Choice of Sides

- Oven roasted new potatoes in a lemon thyme butter sauce
- Traditional baked potato served with butter and sour cream
- Creamy garlic and herb mashed potatoes
- Blended four cheese macaroni
- Toasted almond and wild rice pilaf
- Three bean baked beans with honey baked bacon lightly flavored with barbeque sauce

### Choices of Vegetables

- Montego Bay vegetables seasoned with thyme and rosemary
- Traditional green beans and mushroom casserole
- Corn niblets in a cream butter sauce
- Baby ears of corn oven roasted
- Snow peas and carrots served in a cream butter sauce
- Broccoli and cauliflower served in a mild cheese sauce
- Baby carrots in an amaretto glaze
- Lima beans in a rosemary glaze
- Spinach in a creamy cheese sauce with fresh baked croutons

### Choices for salads or soups (\$2.95 per person--optional):

- Spring mix salad—fresh field of greens
- Caesar salad—parmesan and garlic croutons
- Traditional garden salad—iceberg lettuce with shredded cheese
- Salad dressings—Walnut vinaigrette, ranch, lite Italian, and poppy seed
- Mushroom and onion bisque—combination of caramelized onions, button mushrooms, fine sherry and heavy cream

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**\*\*Menu selections & final guest count to be confirmed no later than 14 days in advance.**

**\*\*Chair linens and sashes are an additional \$4.00 per chair.**

**\*\*These packages do not reflect applicable taxes and 20% gratuities.**

### Beverage Pricing

Premium brands.....	\$6.00
Champagne.....	\$5.00
Seven Springs wine.....	\$4.00
Domestic beer.....	\$3.50
Soda.....	\$2.00
Bottled water.....	\$2.00
Champagne Toast.....	\$18.00 (per bottle)
16 gallon keg of beer.....	\$275.00

Open bar can be purchased at the about drink and wine prices. Wine can be purchased by the case with a 15% discount off of the current retail prices.

### Shuttle Bus Service

One compliment shuttle ride for up to 14 members of the bridal party. The shuttle bus is available for rental. The cost is \$140.00 per trip. The bus holds 14 people.

I, \_\_\_\_\_, hereby agree and understand Seven Springs Winery's policies mentioned above. By signing this document, I have now entered into a contractual agreement with Seven Springs Winery.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

WEDDING RECEPTION INVOICE	NUMBER OF GUESTS OR NUMBER OF ITEMS	COST BASED UPON DESIRED OPTIONS
Facility Rental Monday-Friday \$400.00, Sunday \$1,000.00, Saturday \$1,500.00	N/A	\$
Additional Facility Rental Hours \$200.00 per hour	*	\$
Appetizer Tray(s) \$125.00 ea.	* \$125.00	\$
	* \$125.00	\$
	* \$125.00	\$
	* \$125.00	\$
Pass Hors D'Oeuvres \$50.00 per appetizer tray (optional)	* \$50.00	\$
Main Entrée \$	*	\$
Salad or Soup \$2.95 per person	* \$2.95	\$
Tea and Coffee Table \$1.50 per person	* \$1.50	\$
Cake Plated/Served \$2.00 per person	* \$2.00	\$
Chocolate Fountain \$4.00 per person (minimum \$300.00)	* \$4.00	\$
Table and Napkin Linens 18.00 Per Table	* \$18.000	\$
Chair Linens \$4.00 per chair .	* \$4.00	\$
Sash For Chair Linens \$1.00 per chair	* \$1.00	\$
Bar Set Up Fee \$50.00	\$50.00	\$ 50.00
Keg of Beer \$275.00	*	\$
Champagne Toast \$18.00 per bottle (serves six people)	* \$18.00	\$
Case of Wine (12 bottles)15% off each	*	\$
Open Bar Premium Alc. \$6.00 per drink or \$14.00 per person for 1st hour	*	\$
Shuttle Bus Rental \$140.00	*	\$
Total		\$
Gratuity (For all items except: hall rental, linens, and bar setup)	20%	\$
Taxes (On all items except hall rental and shuttle bus fee)	5.475%	\$
	<b>GRAND TOTAL</b>	\$

## Checklist

### **In Order to Book a Date**

- Sign and return contract with down payment
- Read cancellation policy
- Read catering policy
- Understand the 20% gratuity and Missouri tax policies
- Read billing policy
- Read smoking policy and understand the fines
- Understand the alcohol bar set up fee
- Provided proof of home owner's insurance
- Understand damage to interior/exterior fines
- Understand the fee for extending the reception hours past four hours
- Read our personal effects, damage, and injury policies

### **Three Months Prior**

- Book a planning meeting with our event coordinator to confirm all requirements.
- Optional--decide on color of sash for chair linens.

### **One Month Prior**

- Schedule a final planning meeting with event coordinator to confirm all requirements.
- Payment for 50% of the catering is due.
- Credit card on file for any incidentals that may occur on the day of your event.

### **Two Weeks Prior**

- Designate a person in charge of billing the day of the event
- Designate a person to be in charge of removing decorations, gifts, cake toppers, personal items, etc.
- Final guest count
- Menu selections due
- Alcohol selections due
- Table and seating charts due
- Receive an event quote (payment due no less than five days prior to event)
- Schedule shuttle bus arrangements
- All fees paid in full or 1.5% service charge will be added for late payments

### **Five Days Prior**

- Times of all delivery for outside items must be arranged with the event coordinator.
- Please leave information regarding who has the authority to make decisions for you in case of an emergency or time delays.

### **After Your Event**

- Check to see if you will incur additional charges on your credit card for damages.