



**SOUTHERN OREGON WINE INSTITUTE**  
**Umpqua Community College**

1140 Umpqua College Road      Roseburg, OR 97470      541.440.4629      [sowi@umpqua.edu](mailto:sowi@umpqua.edu)      [www.umpqua.edu/sowi](http://www.umpqua.edu/sowi)

**Hosted\* or Cash Bars**

**\$200 - \$300 bar sales guarantee depending on the size of your group.**

**\*Hosted Bar beverage sales are subject to 15% service fee.**

**SOWI White Wines**

	\$/Glass
2017 Pinot Gris Umpqua Valley	\$7
2014 Chardonnay Southern Oregon	\$7
2016 Sauvignon Blanc Southern Oregon	\$7

**SOWI Red Wines**

	\$/Glass
2013 Cabernet Franc Rogue Valley	\$8
2012 Syrah Umpqua Valley	\$8
2011 Riverhawk Red Blend Southern Oregon	\$8
2012 Tempranillo Umpqua Valley	\$8
2014 Merlot Umpqua Valley	\$8

**Sparkling Riesling available upon request @ \$40/bottle.**

**Beer & Non-Alcoholic Beverages**

A quality selection of light to full bodied beers and hard ciders are available for \$5/bottle.

An assortment of non-alcoholic beverages are also available for \$2-\$4/bottle.

If you have a request for a specific wine or beer please contact the Southern Oregon Wine Institute for availability and pricing.

*Menu items subject to change without notice.*

## UCC Special Event Alcoholic Beverage Service Request Form

**This Form must be returned 15 days prior to event date**

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Location on Campus: \_\_\_\_\_

Estimated number of guests over 21 years of age: \_\_\_\_\_

Check this box for cash bar  
(guests pay by glass)

Check this box for hosted bar  
(event host pays by invoice)

*If you have a special request or would like to limit menu selection items, please explain/list your needs and we will be happy to try to accommodate your request.*

Comments:

By signing below you agree to all UCC/SOWI policies regarding alcoholic beverage service and to a minimum sales guarantee of \$200 (under 50 guests) or \$300. If the total cash bar or hosted sales are less than the guaranteed amount, you will be billed the remainder in order to cover setup, personnel, and cleanup costs. Locations other than Lang Event Center may have additional setup costs. Please inquire.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

\*Hosted Bar beverage sales are subject to 15% service fee

## Policies & Procedures

Please call for any questions, concerns or custom ideas! (541) 440-4629

Email: [sowi@umpqua.edu](mailto:sowi@umpqua.edu)

**-Alcohol & OLCC:** OLCC requires events to provide substantial food items at the same time alcohol is available. As a public school, UCC is not in a position to deviate from OLCC regulation.

**-Bar Service:** Bar Service is available for up to four hours when sufficient food is served. Bar Service begins when food is made available and concludes 30 minutes prior to the scheduled end of the event. If you would like to extend the bar service this will need to be discussed, and an additional fee will apply.

**-Minimum Sales Deposit** - We have a minimum sales guarantee of \$200 for events under 50 people or \$300 for larger groups. Bar service requires a deposit of the minimum guarantee in advance of your event. Cash event deposits are refundable based on total sales, (ie. If sales equal \$100 on a \$200 minimum event, you will be refunded \$100). Hosted event deposits will be credited to final bill. Hosted events are also subject to a 15% service fee on total sales which is billed at the conclusion of the event.

**-Cancellations:** As a courtesy to UCC staff and students, please call as soon as possible should you need to cancel. Cancellations made with less than 72 hours' notice will be subjected to 50% of the agreed cost. Cancellations made within 24 hours of the event will be subjected to the full cost of the event.

**-Customizing your event:** We are happy to help customize beverage menus and arrangements for any occasion. This service must be arranged 30 days in advance of an event and requires purchasing distributor minimum if selecting something not on our regular menu.

**-Payment:** An invoice will be billed to the address on file after the event. Invoices will reflect any established retainers or down-payments, corkage fee and the 15% gratuity for the serving staff on hosted bar service.

**-Right of First Refusal:** The Southern Oregon Wine Institute will have the right of first-refusal for all alcoholic beverages served on campus. All alcoholic and non-alcoholic beverages shall be provided by UCC. No other alcoholic beverages shall be served or furnished by the customer or third parties except as specifically authorized by UCC. If you or one of your guests would like to serve a special wine there will be a \$10/bottle corkage fee which requires prior approval. This applies to wine by the bottle only, no box wine, beer, kegs, or liquor can be brought in. The wine bottles (maximum size 1.5 Liters) *must* be presented to our serving staff prior to the event for preparation and service. Up to 25% of your minimum purchase guarantee can be satisfied through corkage fees. Alcohol service requested at other locations on campus other than the Lang Event Center may be subject to additional set up fees. Please contact us for details.

**-Tasting Policy:** The Southern Oregon Wine Institute offers tastings open to the public every Saturday noon – 4pm. Private tasting of SOWI wines may be arranged upon request. Please call to schedule.

\*\*Please acknowledge that you have read and agree to our policies & procedures by initialing below  
Initials \_\_\_\_\_