Policies:

**Rules on all Bookings:** Deposit of $500 and a signed contract is required to secure a date. The payment is non-refundable after 14 days from the signed contract date. Balance must be paid in full 30 days before date. (Payment plans available)

**Security Deposit:** A $200 Security deposit is due at the Final Detail Meeting 30 days before event per original contract. The deposit will be returned within 7 days after event if there are no extra charges or damages.

**Cancelation Policy:** As stated above, deposit is non-refundable after 14 days. If wedding or reception parties cancel this contract less than 90 days prior to date of scheduled event; client will be liable for the entire balance. If notice is given more than 90 days from the event, client may reschedule within one year of the original date without extra fees. We understand at times there are unfortunate circumstances that cause the cancellation of an event, if cancellation notice is received more than 6 months before event, and Rock High Ranch is able to re-book the date, 50% of your deposit will be returned. It cancellation notice is received less than 6 months before event there will be no refund on deposit

**Payment Method:** We accept payment by check or cash. By credit card if pre-arranged and a 3% surcharge.

**Late fee:** an additional late fee of 5% will be added to delinquent accounts. Any balances due less than 30 days prior to the event are cash only.

**Returned Check Fee:** $30

**Upgraded Packages:** Clients may add an extra table up to 3 days before an event without an upgrade charge. 2 or more tables will need to be an upgraded package.

**Usage Period:** Client may have access to the venue after 10 a.m. on the day of the event for decorating purposes and in accordance to their contract. The amount of time client may use the venue depends on individual contract. Rock High Ranch employees will be available while client is onsite. The client has exclusive use of the property within contract from 2 hours before the ceremony. At all times, music must stop at 11:30p.m., and the bar must also close at 11:30p.m. The hall must be totally vacated by guests by 12:00a.m. Wedding rehearsals and photo shoots must be scheduled on a specific date and time to minimize conflicts with other events. (Overtime will be billed at $100 per hour for venue and additional labor).

**Flip Charge:** A flip charge will be assessed if applicable. (i.e. if the Dining Hall is set up for a wedding ceremony, then flipped by Rock High Ranch for reception, a $100 charge will be assessed unless flip is caused by inclement weather.)

**Consultation:** Rock High Ranch will provide up to 2 hours of wedding consultation free of charge. This includes at booking and Final Detail Meeting. Additional time will be billed at $25 per hour. Rock High Ranch is open by appointment only. Charges will accrue from time of appointment unless cancelled 24 hours prior.

**Wedding Coordinator:** We strongly suggest you appoint someone, or hire a wedding coordinator. This should not be the bride or her mother. They have a full plate on the wedding day. This person will need to run the rehearsal and coordinate “day of” decisions.

**Rentals:** Items rented from Rock High Ranch will be set out and taken down by Rock High Ranch staff at no additional charge. Rental items must be paid in full 14 days before event. No items will be placed out until payment is received.

**Fireworks Policy:** Personal fireworks are not allowed. Only fireworks performed by bonded/ permitted company are allowed.

**Minors:** Minors may attend your event. However, they must be fully supervised, with no running, horseplay, or shouting is allowed. Minors are not allowed the pond area without adult supervision. Minors are not allowed to consume any alcoholic beverages. Proper identification is required to confirm proof of legal age for the consumption of alcoholic beverages.

**Alcohol Policy:** If alcohol is present there must be one security guard per 200 guests arranged through Rock High Ranch. NO EXCEPTIONS. The security guard must be on site when alcohol is open to guests. The bar may not be opened until security guard is on premises. Alcohol may not be served over 5 houres to guests at any event. IF alcohol is found at a non-alcohol event, the Van Zandt County Sheriff’s Office will be contacted to monitor property and deposit will be forfeited. Clients are responsible for all their guests.

**Personal Items:** Rock High Ranch cannot assume responsibility for damage, loss, or disappearance of any merchandise or personal items brought into our facility. Please make sure you valuables are properly attended to during your time on property Please do not leave items overnight. We cannot be responsible. You will be notified of any items left after event and these items will be held for 14 days.

**Property Damage:** Rock High Ranch reserves the right to inspect and control all private functions. By signing the Rental Booking Contract/ Agreement, you so agree to pay for, replace, any object of Rock High Ranch property that is destroyed, damaged, or stolen during your period of rental at Rock High Ranch. Such payment will be deducted from your security deposit first; you may inspect the damage, if desired. This includes landscape.

**Rock High Ranch reserves the right to ask any guest(s) to leave for improper behavior (to be determined by Rock High Ranch staff).**

**No illegal gambling on site.**

**Rehearsals:** A rehearsal date needs to be booked 30 days prior to your event as long as the date is available. The rehearsal must be completed by 9:00p.m if not, a fee of $200 per hour will be added to your final payment.

**Decorating:**  There can be no use of tape, nails or other fasteners to the walls. We ask that you take decorations with you at the end of the event. Candles allowed only if flame is enclosed in glass containers. Clients must inform Rock High Ranch of any tents or structures that will be used for event. Please do not remove any items such as grapevines or plants without permission from Rock High Ranch staff. You must provide your own ladders if needed; any damage done to landscape will be deducted from your security deposit. If hanging anything from trees, no nails may be used and strings must be removed after the event.

**Ceremony sites:** Only real petals are allowed to be strewn at the outside venues. Decorations also need to be removed after ceremony / reception or a $25 per hour charge will be taken from security deposit.

**Head Tables:** You may choose to use tables and tablecloths already included in your package, but if other tables and tablecloths are needed there will be an extra charge. If any tablecloths get stained or damaged, there will be a charge of $15 per tablecloth to replace it.

**Subcontractors/ Vendors:**  Vendors must have a signed release form on file that they have read and understand the policies of Rick High Ranch (even friends and family performing those duties). Clients agree that in event Rock High Ranch subcontractor (i.e. musician, photographer…) does not perform his or her contractual duty through no fault of Rock High Ranch, the client will not hold Rock High Ranch liable. Subcontractors must also follow rules and conditions of Rock High Ranch.

**Capacity:** Our Dinning Hall seats approximately 100 people under roof heated and cooled and approximately 150 people under roof in our Pavilion. Outside seating available for larger crowds and tents may be used to seat overflow if pre-arranged.

**Unions:** Only celebrations of unions recognized by the State of Texas are permitted.

**Smoking:** No smoking in any building. Please ask guests to deposit butts in receptacles provided.

**Parking:** Parking and driving is restricted to drives and parking areas. Please do not drive on grass (only where designated). Loading and unloading areas provided at reception hall and ceremony sites.

**Pets:** No pets allowed on premises with the exception of service dogs.

**Couples Exit:** Bubbles and wedding sparkers are permitted only on the pathway to the parking lot, never inside the buildings. Sparklers must be deposited in buckets of water or sand near the path. Bubble containers must be disposed of in trash receptacles provided. Bird seed and rice are not permitted!

**Outdoor Ceremony:** Please be mindful with outdoor ceremonies. Rock High Ranch cannot be responsible for noise, outdoor pests or weather.

**Inclement Weather:** Rock High Ranch will do all in our power to help conduct the ceremony at the site of your choice, but in case of inclement weather the ceremony my need to be moved indoors at no extra charge to you. Weddings of fewer than 120 can be moved indoors with 12 hours notice; seating for families (approximately 16 chairs) can be arranged with 4 hours notice. Weddings over 120 would most likely need to be tented and this would need to be arranged at least3-7 days prior with a rental company of your choice.

**Violation of the above rules may result in additional charges.**

**Rock High Ranch reserves the right to refuse service to anyone for any reason**.



**Rock High Ranch Policies Signature Page:**

This signature page must be returned with signed contract.

We the undersigned have read and agree to the Rock High Ranch Policies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Bride) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Groom)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)