

Middle Ranch Lodge Package and Policies

Facility Rental Fee

The cost to contract Middle Ranch Lodge is \$28.00 per person and includes the following:

- 6 Hours of facility use of Lodge and immediate area
- Tables (60" diameter round tables - seats 8 or 9 guests)
- Table Linens (floor length, choice of linen color)
- Cloth Napkins (choice of color)
- China and Flatware
- Stemmed Water Glasses
- Sweetheart Table for bride and groom
- Oak Wood Chairs
- Cake Table with lace overlay
- Gate Attendant
- Receptionist

Additional Rentals and Costs

The minimum rental fee is \$2240

Middle Ranch is happy to assist with additional rentals and the cost will be determined prior to your event. These additional rentals may include tables for place cards or a candy station, a dance floor, cocktail tables, etc.

Wedding Ceremony

For couples wishing to hold their wedding ceremony and reception at Middle Ranch Lodge, the Ceremony Package includes:

- **White Bistro (non-folding) or Oak Wood chairs and choice of Wedding Arch (white or verdigris)**
- **Spacious and beautiful Bridal Suite**
- **Extra ½ hour of facility usage of Lodge and immediate area**

\$700.00



MIDDLE RANCH LODGE RENTAL POLICIES

DEPOSITS & PAYMENT

Middle Ranch Lodge requires a non-refundable reservation deposit of \$1000 to secure your date. We also collect the initial deposit for Anoush Catering (also \$1000, for a total of \$2000 due at contract signing); all subsequent catering charges will be paid directly to Anoush. An additional payment of 50% of the total remaining cost is due 6 months prior to the event date. Cancellation will result in forfeiture of all money paid to Middle Ranch Lodge. FULL COMPENSATION AND A SECURITY DEPOSIT of \$500 is due 14 days prior to the commencement of the event. Any amounts paid less than 14 days prior to the event must be made in the form of cash or a cashier's check. You will be charged for the actual number of guests or the guaranteed amount, whichever is greater. The security deposit will be available for refund 7 days after the event if no damage, loss, overtime, or overages have occurred. You are responsible for the conduct of your guests and any outside services you have contracted. You will be responsible for any damages in excess of the required security deposit.

DATE CHANGE

In the event that your event date is changed to a later date, all money collected will be governed by the original booking date.

RENTAL TIME FRAME

The rental prices are based on 6 hours of Lodge use (6½ hours if wedding is also held at Middle Ranch). The first hour begins with the official contracted starting time of the event. By the end of the 6 (or 6½) hours, all guests must be off the premises and any outside services you have contracted must be completely removed and cleaned up. If you feel your event requires more time, you may pay for additional time at the rate of \$500.00 per hour.

PARKING

Parking is available directly in front of the Lodge and on the south side of the Lodge. Any overflow parking will be directed to the lot behind the flag pole. We will supply one to two parking attendants to direct traffic. Although it is not usually necessary, you are welcome to hire a valet service for the event. The Middle Ranch parking attendants are not responsible for theft or damage to any vehicles or their contents. Vehicles parked in unauthorized areas may be towed.

SWIMMING POOL & SPA

On the back tier of our patio behind the Lodge, is a large swimming pool and spa. Because guests tend to gather on the patio, please be aware of the hazards of the pool, especially to small children. Try to plan party activities and other attractions away from the immediate pool area as no lifeguard is on duty. Middle Ranch will make inserts available for your invitations to advise your guests that there is a pool on premises. Candles and glass items are not allowed in or around the pool or spa. LED candles are allowed.

CATERING

Anoush Catering provides all of the necessary catering services, including all beverage and bar service, which you need for your special day. The client contracts directly with Anoush Catering for food and beverage service. If you are not interested in one of the menus in the dinner package, please contact Anoush at 818.275.6421 to discuss further menu options.

Middle Ranch Lodge does not provide any catering services. All catering services are provided by an outside caterer (Anoush Catering). Middle Ranch Lodge only provides facility rental.

ALCOHOL

Bar service is coordinated through Anoush Catering and is for four (4) hours. Clients may not bring ANY alcoholic beverages onto Middle Ranch premises, either prior to or during the event. However, you may bring wine or champagne to serve during the event with prior coordination through Anoush Catering. Red wine service (allowed during the cocktail hour and dinner service only) requires an additional \$500 security deposit. Middle Ranch Lodge does not allow "last call" to be announced. All bar service must end one hour prior to the end of the event.

STABLING AREA

In order that our equestrian clients may enjoy their riding time in privacy, as well as for the safety of your guests, the barns and riding areas are strictly off limits.

PETS

No dogs or any other pets are allowed on the premises.

SECURITY

Middle Ranch reserves the right to request security service if the Ranch feels it is in the best interest of both parties. Middle Ranch assumes no responsibility for the damage or loss of any articles left at the premises before, during, or after the event by you or your guests.

SMOKING

Middle Ranch Lodge is a non-smoking facility both inside the lodge and outside in all areas of the ranch.

FAVORS

No confetti, rose petals, rice, glitter, etc. are allowed in the reception area or on the tables. We will do our best to set your party favors. However, if you have an extensive amount, we may suggest you have an outside person handle such items.

WEATHER / ACTS OF GOD

Please realize Middle Ranch cannot control the weather. In the event of rain, we will do our best to accommodate your guests. However, additional costs may be incurred and will be your responsibility.

CONTRACTED VENDORS

Client contracts directly with any outside vendors. The client is responsible for the conduct of any contracted outside vendors (i.e., band, DJ, florist, photographer, etc.). Client vendors are guests of Middle Ranch Lodge and are expected to behave as such. They are to comply with any direction given to them by Middle Ranch employees. **The client will hold Middle Ranch Lodge harmless for any disputes between client and outside contracted vendors.**

Please schedule your event to allow adequate time for your vendors to completely vacate the premises by the end of your contracted time span. You will be liable for any overtime incurred due to your vendors' activities.

CANDLES

The use of candles must be approved by Middle Ranch Lodge prior to your event. Wide based candles only – no tapers. All candles must be in a container to catch any melted wax. Candles are not allowed in or around the pool.

PIANO

A piano is available for use at an additional cost. The piano cannot be moved. You are responsible for any damage.

Prior to booking your party you will receive a rental contract to review and sign.

Revised May10, 2017.

Middle Ranch Authorized DJs

Adel Music

David Adelstien

818-343-8125

www.adelmusic.com

adelmusic@earthlink.net

DJ Pasha Entertainment

Pasha Gonzalez

818-648-1223

www.djpasha-ent.com

Hey Mister DJ

Lee Dyson

310-591-0988/818-415-7810

www.heyminsterdj.com

Jason Jones

Elegant Event Entertainment

818-484-3230

info@elegantevententertainment.com

Kendall Roberg DJ Services

Kendall Roberg

818.314.4892

kendallroberg@gmail.com

Music to Go

David Turner

818-884-7474

www.musicwegoent.com

Pete Goslow Music

Pete Goslow

800-808-6071

www.petegoslow.com

contact@petegoslow.com

DJ International

Hrach Martirosian

800-924-0686

www.djinternational

hrach@djinternational.dj

DJ Sevag

Sevag Toujain

626-318-2454

www.dj.sevag.com

Scratch Music Group

Randi Weigandt

www.scratchweddings.com

RWeigandt@scratch.com

480- 650-1708

REFERENCES

BAKERY

A Sweet Design, Granada Hills, CA
Jolene

818.363.9825
www.Asweetdesign.info

Jill's Cake Creations
Jill Phillips

661-291-2332
cake@jillscakecreations.com
www.jillscakecreations.com

EVENT PLANNING & DESIGN

Jordi & CO
Jordan Stringfellow

626-665-4222
www.jordiandco.com

FLORIST

By The Bloom
Tara Grand

626-371-3870
Tara@bythebloom.com
www.bythebloom.com

Charmaine's Bouquet Canyon Florist

661-297-3100
www.bouquetcanyonflorist.com

Van Nuys Flowers

818- 786-1552/800- 942-0049
vannuysflowers@gmail.com
www.vannuysflowers.com

HORSE AND CARRIAGE

Enchanted Cariages

805-579-7979

OFFICIANT

Lori Harmon

818-764-5914/818-667-8570
lori@lorisweddings.com
www.lorisweddings.com

PARTY FAVORS

Scentsy/Velata
Stacie Wight

805-732-3113
swight0619@yahoo.com
www.staciewight.scentsy

PHOTOGRAPHY

Genesis Photography
David and Dana

661.255.1244
www.genesisweddings.com

Karina Pires Photography
Weddings, Events, People, Fashion

323.459.8139
www.karinapiresphotography.com

Michael O'Day Photography
Michael O'Day

866-329-3106
moday@michaelodayphotography.com
www.michaelodayphotography.com

PREFERRED HOTEL

Courtyard Marriott
Becca Hunnicutt

818-288-9005
beccah@cy-burbank.com
www.marriott.com/burcy