



Event Facility Agreement

TERMS OF VENUE/FACILITY RENTAL

I. VENUE

1. A non-refundable \$1,500/ \$250 deposit will guarantee the reservation at R-Ranch in the Mountains®, hereby further known as R-Ranch. The deposit made will go towards the cost of the wedding/event. If for any reason R-Ranch is unable to fulfill its contractual obligations under the signed contract, the entire deposit will be returned with no penalties or liabilities.
2. Any wedding/event must submit a credit/card to hold on file for a pre-authorized \$500 damage deposit. The deposit will be released within 72 hours after the event once inspection/cleaning of the facilities has been conducted.
3. Any damages to the facilities or if any excessive cleaning is needed it will be charged to the credit card on file. If over the \$500 pre-authorization charge, the remaining cost will also be charged to the credit card on file.

II. ALCOHOL

1. At no time may any alcoholic beverages be **sold** on R-Ranch property. The sale of alcoholic beverages is strictly prohibited. Consumption is allowed, but Client(s) assume all risk and liability concerning any alcohol served to their guests and any of their actions before, during or after the event. **NO ALCOHOL SHALL BE CONSUMED BY ANYONE UNDER THE AGE OF 21.**
2. R-Ranch reserves the right to require a bartender (at the cost of the client) to serve any and all alcohol for an event if not provided by a licensed caterer. All alcohol shall be stored behind the bar and served by and under supervision of bartending staff. No self-serve of alcoholic beverages shall be allowed during the event. R-Ranch does **NOT** provide bartenders for events or weddings.
3. All alcoholic beverages must be provided by clients listed on contract. No guests may bring outside alcohol to the event. R-Ranch reserves the right to remove any persons and close the bar for remainder of event, if outside alcohol is discovered by staff or security.

Client(s) Initials _____/_____

Date: _____



4. All alcoholic drinks must be consumed inside the venue or on the porch (upstairs only). No alcoholic beverages or glass is permitted in the activity center, parking lot or pool area. R-Ranch reserves the right to remove any persons or guests found in violation of this policy.
5. R-Ranch reserves the right to require a security officer (at cost to Client(s)) for any function held on property.
6. R-Ranch does not permit the use of kegs, consumption of shots or unmixed liquor.

III. CANCELLATIONS / DATE CHANGES

1. **Date Changes:** If a client(s) is/are forced to change the date of an event, every effort will be made by R-Ranch in the Mountains® to transfer reservations to support the new date. The Client(s) agrees that in this instance, any expenses including but not limited to deposits and fees that are all non-refundable and non-transferable are the sole responsibility of the Client(s).
2. **Cancellations:** In the event of a cancellation by client, monies will be refunded minus the non-refundable deposit. If cancellation is within 30 days of event, there will be no refund of any payments made.
3. **Unforeseen Events:** The Client(s) cannot hold R-Ranch responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, extreme weather or damages from weather, or interruptions of utilities. If an Act of God were to occur preventing the event from taking place as scheduled, R-Ranch in the Mountains® will allow for the event to be rescheduled, pending availability, with no penalty.

IV. LIABILITY

1. Client is required to purchase an event policy (which can be easily be purchased online at www.theeventhelper.com or any other event insurance website. Client(s) must list R-Ranch as “additional insured” and provide R-Ranch with a copy no later than 30 days before the event. If client will be serving alcohol, it is required for that to be noted on insurance policy purchased.

Client(s) Initials _____/_____

Date: _____



- 2. R-Ranch is not responsible for any injury, mishaps, or deaths while on or traveling to or from R-Ranch property. By agreeing to hold an event on R-Ranch grounds, the client assumes all liability before, during and after the event for themselves and their guests and for any damages to R-Ranch property. All children must be supervised. No one may enter horse pastures for any reason.
- 3. R-Ranch is not responsible for any items left before or after an event. Any items left on the property are the sole responsibility of the client. All personal items must be removed from the property at the conclusion of the event unless prior arrangements have been made with Wedding Coordinator, Lodge Manager and/or Operations Manager. No day of requests will be approved.

V. USAGE OF FACILITIES

- 1. Venue may be accessed for the event as agreed upon in the contract. All guests, vendors and clients must be out of the venue and all keys returned to the Wedding Coordinator no later than 11PM.
- 2. Our insurance prohibits the use of open flame items to include wax candles, lanterns, or any fireworks due to our adjoining National Forest.
- 3. Sparklers are permitted for sendoff; you may ONLY use them in the parking lot. At no time can sparklers be used under any portion of the porch, stairs or on any grassy area. Client(s) is responsible for all extinguishment, control and cleanup of the sparklers for sendoff. R-Ranch is not responsible to organize, help with lighting or control the safety of guests with sparklers. Client(s) is responsible for all cleanup of metal debris. Any damage incurred from leftover metal debris will be the responsibility of the Client(s).
- 4. R-Ranch does not allow indoors: glitter, paper cannons (confetti), beads, fireworks of any kind, smoke bombs, rice, silly string, birdseed, or faux snow. All outdoor ceremony décor or sendoff favors must be biodegradable.
- 5. No animals/pets are allowed in the Lodge or pool area at any time.
- 6. You may hang décor on existing hooks or nails, and you can only use a no residue tape if you are needing to hang additional items. You may not use command strips, packaging tape, duct tape, etc.. or any additional nails or hooks. Any damage from these items will result in additional fees which will be charged to the credit card on file.

Client(s) Initials _____ / _____
Date: _____



- 7. When rearranging the Chapel for ceremonies, at no time shall anyone attempt to move the pulpit from its current location. This piece of furniture is wired into the floor and any movement will cause extensive damage. Any damage incurred by attempting to move the pulpit will be the sole financial responsibility of the client(s). If Chapel is rearranged, Client is responsible for moving all furniture back to original locations.

- 8. The pool area cannot be exclusively rented by the client when renting the lodge or outside ceremony locations. Please be aware the pool will remain open for member use during events/weddings during the warm season, which typically runs from approximately mid-April to end of September.

- 9. At no time will any type of glass be allowed outside of the lodge or around the pool area. No food or drinks are allowed within 10ft of the pool.

VI. VENDOR, FOOD & CATERING

- 1. Client(s) may select the vendor/caterer of their choosing. R-Ranch does not allow self-cooking utilizing our facilities or the use of sternos without a caterer present. Vendor must turn-in Certificate of Insurance documentation either via Client(s) or directly to R-Ranch no later than 30 days before the event. It is the client responsibility to assure this is done.

- 2. Any vendor is responsible for the set-up, break-down, and clean-up of the vendors equipment/area. This includes and is not limited to the entire kitchen area, food tables (appetizers, dessert, main buffet tables, and all guest food tables), bar area clean up, and any other area that they may use for their services.

- 3. Please allow for appropriate time for break-down and clean-up. All clients, guests, and vendors must be cleaned up no later than 11PM. If event or cleanup runs later additional charges may be applied.

- 4. ALL vendors (florists, bakers, musicians, photographers, rental companies, etc.) must adhere to the rules and regulations of this agreement and it is the Client(s) responsibility to share this with them.

Client(s) Initials _____/_____
Date: _____



Final payment must be made no later than 30 days prior to event date.

Any changes to contract must be submitted no later than 15 Days before event date. Any changes that increase the cost of the contract must be paid in full at time of change. No refunds will be given for any change decreasing the cost.

Client(s) Name: _____

Date of Event: _____

Client(s) Telephone: _____

E-mail: _____

Mailing Address:

Client(s) Acceptance

Wedding/Event Coordinator

Date: _____

Date Signed: _____