

Title of Event:



Special Events and Wedding Venue Contract

This Agreement is made effective as of _____, by and between *The Ranch* Special Events Venue and

1. _____
2. _____

The CLIENT(s) represent that they desire to hold a special event or wedding on

_____ (date) beginning at _____ (time)

at *The Ranch* Special Events Venue.

Special Events at *The Ranch* include access to:

- The front, grass area of the house;
- Driveway and carport;
- Pool area;
- Bar area;
- Kitchen;
- Stage; and
- Outdoor bathrooms (2 stalls)

****Client (s) and/or guests MUST stay within the above listed areas of the property. ANY persons found wandering around the property outside of these areas will be asked to leave.****

PACKAGES + PRICING

Please select the package you are requesting for your event:

1. _____ <30 guests for \$200
2. _____ 30-50 guests for \$400
3. _____ 50-75 guests for \$600
4. _____ 75-100 guests for \$800
5. _____ 100-150 guests for \$1000
6. _____ 150-200 guests for \$1500

If on the day of the event, more guests appear than what is listed, you are subject to a non-refundable security deposit as well as additional fees.

Title of Event:

RESERVATION DEPOSIT + SECOND PAYMENT

In order to secure your reservation, a reservation deposit must be made (50% of package cost).

Please Note: Even though you have signed and submitted a contract, your reservation **WILL NOT** be made until a deposit is given.

The second payment (50% of package cost) must be made at least **two days before the event**. If the second payment is not made at least two days before the event, the event will be canceled and the first payment **WILL NOT** be returned.

Payments can be made with cash and/or checks made out to “Lucy Rodriguez”. If you would like to discuss other forms of payment, please contact Christopher Ruiz at 909-735-7057.

SECURITY DEPOSIT

Each package requires a \$200 security deposit which **MUST** be included with the second payment. The full security deposit will be returned to _____ *within five days* after the event IF there are no damages to the property or violations of the contract. If any amount of the security deposit is kept by *The Ranch*, a copy of the “After Event Report” will be provided to client(s) which will include an invoice/estimate for damages made.

CANCELLATIONS

In the event of a cancellation, a full refund will be given to the client only if *The Ranch* is given proper notice (at least two weeks in advance). If the event is canceled less than two weeks prior to the event, the security deposit will be refunded, but not the reservation deposit.

VENUE RENTAL AGREEMENT

1. SET UP/TAKE DOWN

- a. The cost of the venue includes 24 hours.
- b. The client(s) may begin setting up at 9:00 A.M. the day of the event and have access to the venue the entire day.
- c. You will be allowed to bring in additional decorations with approval of *The Ranch* staff. Table decorations, flowers, are usually ok, but **no glue, paint, confetti, nails, etc. Nothing that will damage the floor, landscaping, or property.**
- d. Candles: Any use of candles must be approved by *The Ranch*. All candles must be contained or enclosed in glass. The flame must not reach higher than two inches below the top of the glass.
- e. *The Ranch* provides beautiful lights along the trees surrounding the pool area. If you would like these to be included in your event, please check the box below.

☐

Title of Event:

- f. Facility must be left in the condition it was found. Client is responsible for removal of **ALL** trash, movable property, personal property, food and drinks, vehicles, and any other items brought on to the property **BY 9:00 A.M. THE NEXT DAY.**
 - i. If all items and trash are not removed by 9:00 A.M. the next day, the security deposit **WILL NOT** be returned. This includes but is not limited to bottles and cans around the property, pieces of trash in the grass area, food stuck to the floor, etc.
- g. THE CLIENT IS RESPONSIBLE FOR ANY “MESS” LEFT BY GUESTS ON THE PROPERTY.
- h. *The Ranch* will take care of maintaining restrooms (toilet paper, paper towels, and soap) as well as provide trash bags and trash bins.

2. TABLES AND CHAIRS

- a. Tables and chairs are not included in the venue cost, but are available to rent.
- b. Chairs may be rented for .50 cents each, and tables may be rented for \$5 each.
 - i. Tables will be left underneath the carport by *The Ranch* staff.
- c. The client(s) may determine the amount of tables to chairs ratio.
- d. The maximum number of tables and chairs available for rent are _____ tables and _____ chairs.
- e. The client may choose to use a third party rental company to provide chairs and tables if desired. You **are not** obligated to rent tables and chairs from *The Ranch*.
- f. If any damage is done to the provided tables and chairs, you are subject to having some or all of your security deposit taken to cover damage costs.
- g. If desired, please list how many tables and chairs you would like to rent below:

CHAIRS

White foldable chairs

_____ x .50 = _____

TABLES

Round 60” white foldable tables

_____ x \$5.00 = _____

TABLES TO CHAIRS RATIO: _____

Title of Event:

3. KITCHEN (TORTILLA ROOM)

- a. The Ranch provides a kitchen for any catering/food needs.
- b. The kitchen includes use of counter space, a sink, a walk-in refrigerator, storage space, and utensils.
- c. The kitchen must be left in the condition it was found. Any food left inside of the walk-in refrigerator after 9:00 A.M. the day after the event will be thrown out.
- d. If there are any damages to the kitchen, the client is at risk of losing the security deposit and subject to additional fees to cover damage costs.

4. PARKING

- a. Parking is available to any and all guests in the back dirt lot of *The Ranch* and/or the front curb of the property.
- b. There will be **ABSOLUTELY NO VEHICLES ALLOWED ON ANY PART(S) OF THE GRASS AREA.**
 - i. The client is responsible for ANY damages done to the property because of this (i.e. damages to grass and/or sprinkler system)
- c. The Ranch is **NOT RESPONSIBLE** for any theft or damage done to any vehicle at any time.

If you have any questions regarding parking, or are concerned about the amount of space provided for vehicles, please contact Christopher Ruiz at (909) 735-7057.

5. HOUSE RULES

The following rules must be followed AT ALL TIMES:

1. NO FIGHTING: If ANY guests, whether they were invited to the event or not, cause any sort of violent act on the property, the police will be called immediately and the party will be canceled. In the event of this, there will be **NO REFUND** of any kind.
2. NO PETS: No pets are allowed on the property at any time. This includes during set up and take down time. If you or any guest are seen with a pet on the property, you/they will be asked to leave. This rule excludes service dogs ONLY.
3. MUSIC: Since we are located in a residential area, we ask the music be LOWERED after 10:00 P.M.
4. ALCOHOL: If your event is serving alcohol, you must submit an Application Requesting Authorization to Serve Alcohol to Redlands City Hall in advance (copy of application located on our website). Please provide us with a copy of the approved application prior to the event. If we do not receive proof of this approval, the event may NOT have ANY alcohol on the property AT ANY TIME. NO GLASS BOTTLES ARE ALLOWED ON THE PROPERTY. If ANY under aged guest is found drinking alcohol, they will be asked to leave and the client is at risk of having the event shut down.

Title of Event:

5. POOL AREA: The client is responsible for all guests (including children) in or around the pool area. *The Ranch* **DOES NOT** provide a lifeguard or any form of supervision nor does *The Ranch* provide any fencing/gate to block off the pool area. If the client desires to use the pool area, they must notify *The Ranch* in advance and the client must provide CPR/Lifeguard certified supervision AT ALL TIMES. *The Ranch* is NOT LIABLE for ANY AND ALL injuries and/or deaths that occur during the event.

If you have any questions or concerns regarding these house rules, please contact Christopher Ruiz at 909-735-7057.

EVENT LIABILITY INSURANCE

The Ranch shall not be held liable for failure to carry out the function due to fire, electrical failure, or other condition beyond its reasonable control.

Client is able to purchase Event Liability Insurance through the Ranch if desired. Please contact Christopher Ruiz at 909-735-7057 in advance for an Event Liability Insurance quote.

CONDUCT

Client agrees to conduct the function in an orderly manner in full compliance with applicable laws, regulations, and *The Ranch* house rules. The Client assumes full responsibility for the conduct of all persons in attendance and for the damages, loss or liability incurred therein. *The Ranch* and its owners reserve the right to refuse patronage and service of any lessee or guest(s) if they do not comply accordingly.

THIS BEAUTIFUL ESTABLISHMENT HAS BEEN BUILT FOR THE ENJOYMENT OF OUR FAMILY AND GUESTS. WE ASK FOR PARENTAL RESPONSIBILITY WITH RESPECT TO CHILDREN. IT IS NOT A PLAYGROUND, BUT RATHER A PERSONAL WORK OF BEAUTY. IT HAS TAKEN A GREAT DEAL OF TIME AND WORK, AND YOUR RESPECT OF OUR PROPERTY IS EXPECTED.

Agreement Signatures: This agreement shall become effective upon the receipt of the contract from the client.

Deposit Amount: _____

Amount owed: _____ (must be paid by _____)

Form of payment: _____

Accepted and Authorized By: _____ (staff)

Accepted and Authorized by: _____ (client)

Phone: _____

Email address: _____

Date: _____

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Please return the signed contract with payment to 11030 Nevada Street, Redlands CA 92373.