



Visitor Center Meeting Room

A unique atmosphere for meetings, holiday events, small conferences and gatherings!

Rental Agreement

Rental Policies and Procedures:

- 1) To secure your event date a 50% rental fee deposit plus \$200 damage deposit is due upon signing the contract for your event date. The damage deposit will be returned to you within 30 days following the event if no damages are found and the area was left clean. Client is responsible for additional fees that may be added due to cleaning or for damages incurred by his/her guests.
- 2) Events cancelled 30 days or less prior to event will forfeit their deposit. In case of event cancellation by Client, damage deposit will be returned.
- 3) All clean-up must be done following the event, with the allotted time for the event, to receive your damage deposit refund. Setup or teardown exceeding the set timeframe are subject to \$100/hour fee.
- 4) Nothing is to be stapled, taped, or attached to any structure, planting, wall, windows, or doors in, around and adjacent to the building and parking areas.
- 5) Events must conclude by 10pm on the date of the rental, with clean-up being complete prior to 11:59pm that same date, unless prior arrangements have been made.
- 6) Overnight parking is not allowed on the property, unless previously arranged. If guests are unable to remove their vehicle(s) from the property, you must notify the Visitor Center Coordinator and ODS.
- 7) Do not place items on or move the piano. No one is to uncover or play the piano.
- 8) McCrossan Boys Ranch is a tobacco and vape-free facility. No smoking is allowed anywhere on the property.
- 9) Client is welcome to bring own food, snacks and beverages. Licensed caterers welcome! All catering logistics must be arranged between client and caterer. Caterer supplies all dishes and utensils and staff for setting up food, serving and cleaning up. Facility does not have ovens or warming ovens on site. Refrigerator, microwave, standard dishwasher and 50-cup coffee pot available.
- 10) Black linen table clothes are included in rental cost. Client is welcome to bring in their own décor. Flame candles are not allowed.
- 11) Ice water and glasses included in rental. Assorted Coke products, tea and water available for purchase in gift shop. Beverage fees: coffee and/or lemonade: \$2 per person. Client may bring in self purchased soft drinks, water and alcoholic beverages.
- 12) Client may serve alcohol to their guests and is responsible for assuring participants are 21 and over for consumption of alcoholic beverages. Any client wanting to SELL alcohol will need a SD Liquor License and proof of liquor liability insurance. This waiver of liability must be signed releasing McCrossan Boys Ranch from any liability involving alcohol. Client acknowledges and agrees McCrossan Boys Ranch does not maintain a

liquor license and is not responsible for underage consumption, nor is it liable for incidents involving alcohol consumption. McCrossan Boys Ranch suggests the use of designated drivers, Uber, or Lyft for anyone who may have difficulty driving after consuming alcohol.

- 13) Client agrees to indemnify, protect, defend, save, and hold harmless McCrossan Boys Ranch against and from any and all claims, injuries, damages, losses, charges, liabilities, judgments, fees, costs, and expenses, including but not limited to attorneys' fees, and other expenses which in any way arise out of, result from, or are connected or associated with the use or misuse of the Visitor Center. Client agrees that this indemnification shall inure to the benefit of and may be enforced by McCrossan Boys Ranch, McCrossan Foundation and their affiliates, officers, directors, employees, heirs, successors, and assigns, and Client's obligations under this indemnification shall be binding upon Client, its employees, directors, affiliates, shareholders, members, successors, and assigns, if any. This agreement shall in all respects be governed, construed, applied, and enforced in accordance with the laws of the State of South Dakota. Client consents to and confers exclusive personal jurisdiction over itself by any court in the State of South Dakota and agrees that venue for any such action or proceeding shall be in Minnehaha County, South Dakota.

Signed and Agreed:

Client Name/Organization	Date
McCrossan Boys Ranch Representative	Date

Rental Fees:

Weekdays (M-F, 8am-5pm):	Weekends* or Evenings (after 5pm):
2 Hours: \$150	2 Hours: \$250
4 Hours: \$250	4 Hours: \$350
8 Hours: \$450	8 Hours: \$550

**Full weekend venue rentals available, inquire about pricing.*

Additional charges for incidentals, staffing, or damages. Prices subject to change.

Event General Information

Date of Event:	# of attendees:	
Set Up Time:	Event Start Time:	
End of Rental Time:	Event End Time:	
Type of Event:		
Contact Name:	Contact Phone:	
Email:	Cell Phone:	
Address:		
City:	State:	Zip:

Room Set Up

Registration Table: Y / N	Placement:	
General Seating:		
_____ Rounds w/ _____ chairs per table	Theater Seating _____ chairs	
Podium: Y / N	Placement:	
Head Table: Y / N	Placement:	
Black Ranch Linens: Y / N	Standard ranch table décor: Y / N	
Client bringing own décor: Y / N <i>(no open flames allowed)</i>		

Audio/Visual

Projector & Screen: Y / N	Bringing Laptop: Y / N
Wireless Microphones needed: Y / N	# of microphones:
McCrossan A/V Tech: Y / N	Hours for Tech:

Food & Beverages

Caterer Name:	Contact Person:
Email:	Phone: