



# McCROSSAN BOYS RANCH

See  
COVID-19  
policies on  
page 2

## Visitor Center Meeting Room

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

Contact: Cindy Bahe: cindy.bahe@mccrossan.org

47135 260th Street, Sioux Falls, SD 57107  
605-339-1203 Ext. 401 www.mccrossan.org

## Rental Agreement

Date of Event \_\_\_\_\_

Name \_\_\_\_\_

Start \_\_\_\_\_ End \_\_\_\_\_

# of Attendees \_\_\_\_\_

- Round table or theater seating for 50 people maximum until further notice due to COVID-19.
- Free wifi, A/V projector with sound system and 7' wide dropdown screen.
- Kitchen area with serving island, refrigerator, microwave & standard dishwasher.
- Educational museum displays– provides entertainment during breaks.
- Client may bring in own food and beverages. Caterers welcome!
- Alcoholic beverages may be brought on site by client.  
*(see alcohol policy on page 3)*
- Linen tablecloths available. Ranch décor included with rental. Client welcome to bring in own décor. Flame candles not allowed.
- Ample parking, easy bus access and turnaround, handicapped accessible. Tours welcome!



Meeting room has picturesque view of cows and horses in the fields beside evergreen and deciduous trees.



### Rental Fees: - Weekdays:

1-2 Hours	\$150
4 Hours	\$250
8 Hours	\$450

### Weekends or Evenings:

1-2 Hours:	\$250
4 Hours:	\$350
8 Hours:	\$550

Special rates for non-profits

*Additional charges for tablecloth linens,  
incidentals, staffing or damages.*

*Event must adjourn by 10 pm.*

*Prices subject to change.*

Start time\_\_\_\_\_ End time\_\_\_\_\_ Projected Room Rental cost: \_\_\_\_\_

Type of Event \_\_\_\_\_

Contact Name\_\_\_\_\_ Phone\_\_\_\_\_ Cell\_\_\_\_\_

2nd Contact Name\_\_\_\_\_ Phone\_\_\_\_\_ Cell\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ St\_\_\_\_\_ Zip\_\_\_\_\_

Email\_\_\_\_\_

**Room Setup**

Registration table: yes no Placement\_\_\_\_\_

General seating:

\_\_\_ f Round tables with \_\_\_6 chairs or \_\_\_8 chairs; \_\_\_# of chairs for Theater seating (no tables)

Podium: yes no Placement\_\_\_\_\_

Head table: yes no # of tables\_\_\_\_\_ Placement\_\_\_\_\_

Linens: yes no #\_\_\_\_\_ Black White (tablecloths \$5 each) Projected Rental Cost:\_\_\_\_\_

Standard ranch table décor: yes no

Client bringing own décor: yes no *Flame candles are not allowed.***Audio/Visual Needs:** (included in rental)

A/V projector &amp; screen: yes no Bringing laptop: yes no

Need McCrossan laptop: yes no Wireless microphones needed: one two

**Food & Beverages:**

Beverage Serving Time(s): \_\_\_\_\_ Projected Beverage Cost:\_\_\_\_\_

Food Serving Time(s): \_\_\_\_\_ Projected Food Cost:\_\_\_\_\_

Caterer \_\_\_\_\_ Contact Name\_\_\_\_\_

Caterer Phone\_\_\_\_\_

**Total projected cost: \$**\_\_\_\_\_

Costs do not include tax, additional incidentals or damages.

**COVID-19 policy:**

**Due to the COVID-19 virus, we are limiting the room to a maximum of 50 people until further notice. We reserve the right to cancel the event with seven days notice of the scheduled event to the client, to protect our staff, volunteers and residents. Please discourage any potential guests from attending if they aren't feeling well or if they are having symptoms related to the COVID-19 virus.**

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**Beverages:**

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.

**Alcohol:**

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.

**Food:**

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.

**General:**

**A 50% deposit is due at time of scheduling to guarantee reserved times/dates, unless otherwise arranged.** Events cancelled 45 days or more before date of event can receive a 50% refund. Events cancelled 44 days and less prior to event, client forfeits deposit. Setup or tear down exceeding the set timeframe are subject to \$100/hour fee. Client is responsible for additional fees that may be added due to cleaning or for damages incurred by his/her guests.

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



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