



## **SIGNED CONTRACT BY CLIENT(S)**

### **PAYMENT**

A \$1,000.00-dollar deposit is required to hold the reservation date for your event and must be returned with the signed contract. The deposit is non-refundable. Payment in full of all remaining fees is due 90 days prior to the event along with receipt of the Insurance Rider Certificate.

### **CANCELLATIONS**

If you cancel 91+ days in advance of the event date, then you will receive 50% of your deposit as a refund. If an event is canceled within 90 days of the date, no monies are refundable. No remuneration from The Ranch can be given for weather conditions.

### **PHOTOGRAPHS & VIDEO WAIVER**

The Ranch on Beaver Creek reserves the right to use any photos and/or video taken by The Ranch during the event. Their only purpose will be for advertising by The Ranch.

### **SECURITY DEPOSIT FEE**

A \$350.00 security deposit fee for damages will be collected 90 days prior to the event. It will be mailed to the Client within 30 days of the event subject to any damages sustained to The Ranch. If there is any damage left to the property or you break any of these contract rules, you will forfeit your security deposit, as well as incur any additional fees to repair damages.

### **DAMAGE AND LOSS**

The Client agrees to pay for any damages or loss done to The Ranch during the event.

### **CLIENT DAMAGE AND LOSS**

The Ranch on Beaver Creek will not assume any responsibility for damages or loss of property of the Client, Client's guests, or subcontractors, during, before, or after the event.



## SMOKING

Smoking is restricted to designated outside areas only.

## ALCOHOLIC BEVERAGES

Restrictions apply. No hard liquor. Beer, wine, and champagne are acceptable. Liquor liability MUST be included on your Liability Insurance. A licensed professional bartender must tend the bar at all times. No alcohol served until after the I DO's. Bar closes @ 10:00 PM. Violations may result in loss of Security Deposit. Any use must be pre-approved by owners of The Ranch. Food must be served whenever alcohol is provided per OLCC rules. It is up to the responsibility of the renter to ensure that intoxicated individuals are not served additional alcohol. All alcohol service must stop at least 30 minutes prior to the scheduled end of the event.

## CATERER

Caterers must be licensed and approved by The Ranch. A copy of their current Caterer's license and of their Insurance Policy must be on file prior to the event. If you are self-catering, your Insurance Rider Certificate must provide the proper coverage. If self-catering, all refuse must be removed by client and facility must be left as it was found.

## ADDITIONAL GUESTS

Venue packages are for up to 200 guests. There will be an additional fee of 100.00 per 25 additional guests over the 200. This fee covers porta potties, extra garbage, additional staff and wear/tear. You are responsible for renting the additional tables and chairs.

## REQUIRED INSURANCE

Clients are required to provide a Certificate of Insurance in the form of a Special Event Rider. The Rider must include proof of special event coverage for the event at The Ranch in the amount of one million \$1,000,000 dollars and "The Ranch on Beaver Creek LLC" must be listed as an Additional Insured. If serving alcohol, Liquor Liability must be included on your Insurance Policy. A copy of the Insurance Certificate must be provided 90 days before the event. (You might want to check with your Homeowners policy for coverage.)



**PLEASE BE SURE TO READ THE ABOVE TERMS AND CONDITIONS THOROUGHLY BEFORE SIGNING YOUR AGREEMENT TO THEM BELOW.**

Thank you for giving us the opportunity to serve you. We are looking forward to meeting you as we help you create a very memorable event.

**CONTRACT AGREEMENT WITH THE RANCH ON BEAVER CREEK**

**CLIENT**

Wedding/ Event Date: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_

Future Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Future Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**THE TERMS OF THIS AGREEMENT ARE ACCEPTED BY:**

Client: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon signature and verification of deposit funds, The Ranch on Beaver Creek reserves the time and date agreed upon, and will not make other reservations for that time and date.

**A deposit of \$1,000.00 dollars is due upon signing of this contract. If you cancel 91+ days in advance of the event date, then you will receive 50% of your deposit back. If an event is canceled within 90 days of the date, no monies are refundable. No remuneration from The Ranch can be given for weather conditions.**

**Ninety (90) days prior to the wedding and/or event, the balance is due along with the required insurance policy certificate, and Security Deposit of \$350.00 dollars.**

Please fill out this contract and mail it along with your deposit to:  
(Will accept check or money order)

THE RANCH ON BEAVER CREEK  
34296 KOWITZ RD  
LEBANON, OREGON. 97355

**Please call or email to notify us that you are mailing in your contract so that we can reserve your wedding date in our books. Phone number and email address can be found on website**