



Date Booked: \_\_\_\_/\_\_\_\_/\_\_\_\_

### 2019 O'Keefe Ranch Wedding Request Form

Name of Bride/Groom: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Bride/Groom: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Ceremony time: \_\_\_\_\_ Reception time: \_\_\_\_\_

Number of Guests Attending: Reception: \_\_\_\_\_ Wedding: \_\_\_\_\_ (also confirmed closer to the date)

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### CEREMONY VENUES (3 hour period)

#### RECEPTION VENUES (12 hour period)

- Lawn \$500.00
- Rose Garden \$500.00
- Rotary Gazebo \$400.00
- St. Anne's Church \$700.00

- Greenhow Pavilion \$850.00
- Corn Field Reception \$500.00
- Rotary Gazebo \$400.00

#### OTHER

- Photography Session Only \$100.00
- Chair rental and set up and take-down \$2.00 per chair # required: \_\_\_\_\_
- 5x5ft Table Rental for reception \$10.00 per table # required: \_\_\_\_\_
- PA Sound System, amp, mic, & 2 speakers \$150.00
- Portable PA Sound & mic (no charge)
- Wedding Arch (dark wood or white) (no charge)
- Golf Cart requested (no charge)
- Signing Table and Linen requested (no charge)
- 6ft long tables requested (i.e. head table) (no charge) # required: \_\_\_\_\_

#### Office Use Only

Date Deposit Received: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Date Full Payment Received: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

NOTES:

## O'Keefe Ranch Wedding Rental Conditions

- Suitable rehearsal times will be arranged at time of booking.
- Please note that the Cattlemen's Club Restaurant operates as an independent business and provides catering services on site. For more information contact 250-542-2178. Outside caterers are permitted but must be approved in advance.
- It is permissible to provide your own bar service if a Special Occasion License is obtained and a copy provided to the Ranch in advance of the wedding date, you are responsible to arrange a person with a Serving-it-Right certificate provide the bar service, and two additional Ranch staff be present for the duration of the reception at an additional cost based on the hours required. This must be pre-arranged in advance.
- We also have camp sites adjacent to the heritage park for out-of-town guests at \$30 per night, or the entire campsite can be rented for \$500. RV camping has water and power hook-ups. Separate booking must be arranged.
- Table and chair rental includes set-up and take-down by Ranch staff.
- A golf cart can be made available for guests with mobility challenges by request.
- If chairs are required at both ceremony and reception locations there is a charge for set-up and take-down at each location.
- Decorations are the responsibility of the bride and groom. Arrangements can be made for drop off and pick up of decorations and rental equipment.
- We are surrounded by other working farms and are not responsible for any farm smells.
- All prices are subject to GST.
- **Note: the Ranch will remain open to the public on your day for its regular operating hours**

## O'Keefe Ranch Wedding Rental Agreement

### Initial

- A \$ **250.00 non-refundable** deposit is required to hold the date and venue(s).
- A \$ **500.00 damage deposit** is required with the final payment and is due minimum 7 days prior to the event. This damage deposit will be returned to you after the wedding, provided no damage is done to Ranch property. A credit card must be on file at the Ranch as a security deposit for any damages incurred.
- An insurance policy rider must be acquired by the wedding party as required by our carrier. O'Keefe Ranch must be named as part of the document (min \$5 million liability for receptions and \$2 million for ceremonies) and presented before the wedding. You can contact your own insurance agent to purchase a policy or for an online option visit [www.palcanada.com](http://www.palcanada.com) or contact Western Financial Group Office - 250-542-0171 or 1-877-722-0229, Cell: 250-265-1766. Located at: 2212 48<sup>th</sup> Avenue, Vernon BC V1T 9V9
- The use of sparklers, glitter, candles of any kind, balloons, confetti and artificial flower petals is not permitted on site. Artificial flower arrangements are permitted.
- Smoking is not permitted on the Ranch. If requested, we will provide a designated area.
- Absolutely no alcohol is allowed outside of designated areas (i.e. Cattlemen's Club Restaurant or reception area) – do not bring anything from your campsite! If any drinking takes place in the parking lot you will forfeit your damage deposit. This is a non-licensed area.
- All confirmed weddings require a signed contract.
- The rental period allotted for a wedding ceremony is three hours, wedding receptions is 12 hours, including decorating.
- Pavilion wedding receptions must end no later than midnight.** Additional decorating time is negotiable and must be discussed in advance. Decorations are to be removed immediately following the event.
- St. Anne's Church is a heritage building and as such, the use of pins, nails, staples and tape is prohibited. It is also **prohibited to use candles** or move/rearrange/change anything in the Church.

- Vehicles are **not** permitted on the Ranch grounds without permission. Guests are required to park in the parking lot. Transportation can be provided for guests with ambulatory conditions. Special arrangements may also be made for the arrival of the bridal party. Please advise us in advance of the arrangements required. Vehicles used to set-up or take-down may be on-site just long enough to unload and load. Please note that decorating notification time is required in advance. This is a working Ranch; therefore please follow Ranch etiquette for all gates: "If you open a gate (or find it open) please close it behind you."
- With the exception of the interior of the O'Keefe Mansion, the entire Ranch is available as a photographic backdrop. If you use St. Anne's Church, you **must not** move anything!

**If you have questions, please contact O'Keefe Ranch at 250-542-7868 ext. 201 [events@okeeferanch.ca](mailto:events@okeeferanch.ca)**

The O'Keefe Ranch and Interior Heritage Society assumes no responsibility for any individual property damage or bodily injuries incurred while at our facilities. Our Event Coordinator must be notified of all equipment, decorations etc. in order to arrange times for delivery and access. Please be advised that damages to the Historic O'Keefe Ranch site, or its property, incurred during the event shall be the responsibility of the person(s) noted above and as per the signature on the contract. Any and all damages will be deducted from the \$500 deposit. If damages exceed that amount they will be billed directly to the credit card held on file.

**ANY BREACH OF CONTRACT MAY FORFEIT YOUR DAMAGE DEPOSIT!**

<b>Name:</b> _____	<b>Name:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

Please take a moment and answer a few questions that will help us improve our wedding services at the Ranch

1. How did you hear about wedding services at the O'Keefe Ranch? (word of mouth, website, social media, Wedding Wire, an advertisement, Google search etc.)
2. What is the most important quality that made you select the O'Keefe Ranch as your wedding venue? (price, location, ranch environment, the St. Anne's Church, date availability etc.)
3. How could we improve our wedding services? (provide a complete package with one rate, a larger barn venue, more décor, heated reception venue, provide complete vendor list etc.)

Comments:

*Thank you for choosing the Historic O'Keefe Ranch*