



2020 Facility Rental Request Form

Name: _____ Phone: _____
 Organization: _____ Email: _____
 Rental Date(s): _____ Times: _____
 Event Description: _____ Number of guests: _____
 Notes: _____

LOCATION(S) AND FEES: (please circle)

Pavilion (per day)	Gazebo (per day)	Lawn (per day)
<input type="checkbox"/> Up to 3 hours \$250	<input type="checkbox"/> Up to 3 hours \$100	<input type="checkbox"/> Up to 3 hours \$200
<input type="checkbox"/> Up to 12 hours \$1,000	<input type="checkbox"/> Up to 12 hours \$400	<input type="checkbox"/> Up to 12 hours \$700

ADDITIONAL FEES:

- Please inquire for discounts available for non-profit organizations.
- For large events, chairs are available for rent at \$2 each (300 available) which includes set up and take down at selected location(s). Bleachers may also be available for a unique set up and various locations on the grounds starting at a fee of \$200 (14 sections in total available, seating approximately 300 people)
- 5 x 5 ft square tables are available to rent at \$10 each, as well as a limited number of 6ft and 8ft long tables. This fee also includes set up and take down. Linens are not included.
- Facility rental and equipment fees are subject to GST.
- Additional staffing fees may apply for events extending beyond regular hours of operation of 10:00am-5:00pm
- Facility rental up to 3 hours requires a \$50 non-refundable deposit to hold the date and venue.
- Facility rental up to 12 hours requires a \$250 non-refundable deposit to hold the date and venue.

<input type="checkbox"/> Chairs @\$2 each #: _____	<input type="checkbox"/> Tables @\$10 each (5x5' or 6'ft long) #: _____
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RULES AND REGULATIONS:

- Damages to the Historic O'Keefe Ranch site or its property incurred during a visit shall be considered to be the responsibility of the renter. **A \$250 damage deposit paid by credit card is required at time of booking and** will be refunded the following business day provided there is no damage to the property.
- If the event is open to the public the renter must have a current liability insurance policy in place. The *Historic O'Keefe Ranch* must be added as additional insured under a min \$2million policy for day time event without alcohol, or a \$5million policy for an event with alcohol, and copy be provided to the Ranch.
- Alcohol is not permitted except in licensed areas such as the Cattlemen's Club Restaurant and the Pavilion. If alcohol is served, a Special Occasion License must be obtained by the renter and posted on

the day of the event, and a person with Serving It Right must tend the bar. If any drinking takes place outside of designated areas, you will forfeit your damage deposit.

- Smoking is not permitted on the Ranch. If requested, we will provide a designated area.
- The renter and all participants are asked to clean up after their guest to the best of their abilities to help maintain the facilities at the O'Keefe Ranch.
- Dogs are permitted on leash only and owners must clean up after their animals.
- Vehicles must drive slowly, watch for farm animals, and keep all gates closed.
- All confirmed functions require a signed contract.
- The use of sparklers, glitter, candles of any kind, balloons, confetti and artificial flower petals is not permitted on site.

SET UP DETAILS (with sketches of layout on location):

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 staff 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 \$250 deposit. If damages exceed that amount, they will be billed directly to the credit card held on file.

Signature: _____ Date: _____

PAYMENT

Payment Date: _____ Total Owing: _____

Visa/Mastercard #: _____ Expiry Date: _____

Have you ever visited the O'Keefe Ranch before? If so, when was your last visit?

Have you ever rented the grounds at the Ranch before? How can we make that experience better?

Where did you hear about rentals at the O'Keefe Ranch? (website, social media, word of mouth etc.)

- Yes! Sign me up to receive monthly e-news from the Historic O'Keefe Ranch

The O'Keefe Ranch is a registered charitable organization. We appreciate your support by renting our facility.