



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

2021/2022 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 and Reception

Ceremony Only Before 5:00pm

Wedding After 5:00pm

- Lawn & Greenhow Pavilion \$1,900
- Rose Garden & Greenhow Pavilion \$1,900
- Rotary Gazebo & Greenhow Pavilion \$1,600
- St. Anne's Church & Greenhow Pavilion \$1,900

- Lawn \$700
- Rose Garden \$700
- Church \$700
- Rotary Gazebo \$400
- Greenhow Pavilion \$1,200

- Lawn \$850
- Rose Garden \$850
- Church \$850
- Rotary Gazebo \$550
- Greenhow Pavilion \$1,350

OTHER

- Propane Heaters \$75 without propane Max 3 # requires \_\_\_\_\_
- Hay Bails \$10 per bail # required: \_\_\_\_\_
- Chair rental and set up and take-down \$2.00 per chair # required: \_\_\_\_\_
- 5x5ft Table Rental for reception \$10.00 per table # required: \_\_\_\_\_
- Set up charge for tables and chairs \$50
- Wedding Arch (white) (no charge)
- Golf Cart requested (\$500 damage deposit) (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:

- 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 provide their insurance to O’Keefe Ranch. The water at O’Keefe Ranch is not potable for the caterers to use.
- 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.
- We also have camp sites adjacent to the heritage park for out-of-town guests at \$45 per night with power, or \$25 per night without power or the entire campsite can be rented for \$350 (incl. 20 Ranch Admissions). RV camping has water and 5 sites with power hook-ups. Separate bookings must be arranged.
- A golf cart can be made available for guests with mobility challenges by request. See appendix C for golf cart lease and liability waiver.
- If chairs are required at both ceremony and reception locations, there is a charge for set-up and take-down at each location. Unless guests will move the chairs from one location to the next 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.
- Guest numbers are subject to change due to COVID. As a venue we are following all the rules that are put out to use by the Government and most follow all this rules and regulations. Please note that this are ever changing and updates to you will be made as soon as the Ranch is aware of the new changes.
- **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 14 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.
- Full payment for the Wedding is due minimum 14 days prior to the event.
- 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. These items are dangerous to our animals and facilities and will result in the loss the damage deposit.
- Smoking is not permitted on the Ranch ground. The designated smoking area is in the parking lot, unless told otherwise. Any cigarette butts found on Ranch grounds will result in the loss of the damage deposit.
- 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.** Any wedding that goes later than midnight will be charged an extra \$100 per hour. 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 find a gate open leave it open, if you find a gate closed 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!
- Appendix A has all the set-up requirements that you need to bring for decorations.
- Appendix B entails a clean up check list for you following the wedding.

**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. In the unlikely event of cancellation within 2 weeks of the wedding date, 50% of the total wedding cost will be billed.

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

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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



**Appendix A**

**Wedding Set Up What to Bring**

- Extension cords
- Ladders or stools
- Misc. tools (Hammer, Staple Gun)
- Push Pins if needed
- Tape (duct, packing, scotch) any needed

**Appendix B**

**Wedding Clean Up Check List**

**Bride:** \_\_\_\_\_ **Groom:** \_\_\_\_\_  
**Date of wedding:** \_\_\_\_\_  
**Name of responsible person for clean-up:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_

Return this completed check list sheet to Front Desk

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All clean up needs to be done by 8:45 the day after the wedding

- Sweep Floor
- Take down all decors
- Take down all tape and pins from wall and floor
- Clean up all empties and take home or put in plastic bags
- Pick everything up off the floor and put in garbage
- Take home all unused alcohol
- Empty all garbage cans and put at back of building
- Clean up all flowers
- Clean up lawn area

Please leave the areas rented cleaner than you found it

**Appendix C**



**Golf Cart Lease Agreement & Waiver of Liability**

The Lessee Name: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

**Rules and Regulations**

1. All cart operators **MUST** not be under the influence of drugs or alcohol. The driver is not permitted to be drinking or have a drink in his hand while operating the golf cart. No open alcohol is permitted on the golf cart at any time for any reason. They must also have a valid drivers license.
2. The golf cart shall not be operated in a manner that may endanger passengers or other individuals, the animals, or harm property.
3. The golf cart shall be driven at a slow safe speed.
4. No more than one passenger per seat max.
5. Park the golf cart on a level and steady ground.
6. The golf cart is to be used for pick up and drop off only. This includes materials needed for the wedding, or for wedding guests that need assistance getting to the ceremony or reception.
7. Note that the golf cart has forward, reverse and neutral gears. When in reverse, you should hear a backing horn (buzzing sound).
8. Please contact event staff with any questions about the operation of the golf cart. Initial that you know how to drive a golf cart.  
\_\_\_\_\_
9. There will be a \$500 damage deposit required for the use of the golf cart. This amount will be returned if no damage is caused. The O'Keefe Ranch reserves the right to retain the \$500 damage deposit for any damages caused to the golf cart by members of the wedding party or any wedding guests.
10. The O'Keefe Ranch reserves the right to keep the \$500 damage deposit if it is deemed at the discretion of the O'Keefe Ranch that the golf cart was used in an inappropriate manner or operated by any member of the wedding who was under the influence of drugs or alcohol.
11. O'Keefe Ranch staff reserves the right to, take, borrow or use the golf cart at any time, and as needed.

**Lease Agreement**

The lessee agrees to abide by all of the above Rules and Regulations. The lessee agrees to keep said property in the same condition as when received. It is expressly understood and agreed that the Lessee could be held liable for any for damage of any kind, whether to person and/or property, and/ or other loss of damages, arising from the use of, operation of, or in any way connected with the said property of any part thereof, from whatever cause arising. The lessee agrees to hold the O'Keefe Ranch free and harmless from all such damages.



**Waiver of Liability, Assumption of Risk and Indemnity Agreement “Golf Cart Waiver”**

I \_\_\_\_\_ (“Lessee”), agree that in consideration of being permitted to use O’Keefe Ranch’s golf cart do hereby release, waive, discharge and covenant not to sue O’Keefe Ranch from liability from any and all claims, including the negligence of O’Keefe Ranch, resulting in personal injury, accidents or illnesses, including death and property loss arising from the use of the golf cart. We the Bride and Groom (“Lessee”) are responsible for every one of our guests that may be driving or using the golf cart, and by signing this waiver we are taking full responsibility for anything that may happen to the golf cart from anyone in the wedding guests or party using the golf cart.

**Assumption of Risk:** Use and control of golf cart, by its very nature, carries with its certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risk varies from one activity to another, from one individual to another, but the risks of driving, riding or using a golf cart range from minor injuries to major and catastrophe injuries including paralysis and death. I understand and agree that it is my responsibility to assess the hazards presented by my use of said golf cart and further agree that I am ultimate judge as to whether I can use the golf cart without risk of harm to myself and others.

**Indemnification and Hold Harmless:** I also agree to DEFEND, INDEMNIFY AND HOLD HARMLESS O’Keefe Ranch, from an against any and all claims, demands, actions or causes of action, for costs, attorney’s fees, expenses or damages to personal property, or personal injury, or death, which may result from any use of the golf cart.

**Users:** I understand and agree that only adults over the age of 19-year-old or older, with a valid drivers license who are not under the influence of drugs or alcohol shall be allowed to operate the golf cart. Furthermore, that there will be no open alcohol on the cart for any reason.

**Acknowledgement of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue O’Keefe Ranch. I hereby assert that my use of said golf cart is voluntary and that I knowingly assume all such risks incident to using said golf cart. Furthermore, I represent that I am familiar with the operation and use of such golf cart, that I have read the rules and instructions contained herein and that I am capable of operating the golf cart safely and in accordance with said rules and instructions.

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date