

O'Keefe Ranch Venue Contract

Please read the contract carefully. No term of this agreement may be altered without written permission.

Definitions

Venue - Space within the Ranch which has been rented.

Ranch - Refers to the Historic O'Keefe Ranch society, operation, staff, volunteers and lands.

Renter - Person renting the Venue.

Terms

The Ranch will be open to the public during your event.

It is understood that the capacity of the Venue may change as the result of changes to local, provincial or federal regulations.

We are surrounded by other working farms and are not responsible for any farm smells. This is a working Ranch, please follow Ranch etiquette. If you find a gate open, leave it open, if you find a gate closed, please close it behind you. Vehicle are not permitted on Ranch ground without permission. Special arrangements can be made for guests with ambulatory conditions or for the arrival of the bridal party. Please advise us in advance of the arrangements required. Vehicles used to set up or to take town may be on site to load and unload only.

Outside caterers are permitted but must provide their own insurance. The water at O'Keefe Ranch is not potable for caterers to use.

The Renter assumes all responsibility for the actions of the guest at their event. There is no smoking on the grounds. The designated smoking area is in the parking lot (unless told otherwise). Any cigarette butts found on the Ranch grounds will result in the loss of the damage deposit. Any damages to the Ranch site or its property incurred during a rental shall be considered the responsibility of the Renter.

Any use of sparklers, glitter, candles of any kind, balloons, confetti or artificial flower petals is not permitted on site and their use will forfeit the damage deposit.

The Venue is to be left in the same condition as when you arrive. The Renter is responsible for taking down all decor (including tape, pins, etc), bagging all garbage, empties or unused alcohol, cleaning up all flowers, lawn areas and sweeping the floor.

St. Anne's Church is a heritage building and as such the use of pins, nails, staples and tape is prohibited. Any use of candles, or to move, rearrange or change anything in the Church is also prohibited.

Liquor License

The Venue does not have a liquor license. The Renter may apply for a BC Special Event Permit; ABSOLUTELY no alcohol is allowed outside of the Venue. If any drinking takes place in the parking lot or near animals you will forfeit your damage deposit. These are non-licensable areas.

Liability

The O'Keefe Ranch and Interior Heritage Society assumes no responsibility for any individual property damage or bodily injuries incurred while at the Ranch.

Please be advised that any damages to the Ranch site or its property, or any breach of terms of this contract, incurred during the event, setup, take down or other site visit shall be the responsibility of the Renter as per the contact and signature on this contract. Any and all damages will be deducted from the damage deposit. If damages exceed that amount, they will be billed directly to the credit card held on file.

Insurance Requirement

An insurance rider must be acquired by the Renter as required by the O'Keefe Ranch carrier. O'Keefe Ranch must be named as part of the document. \$5 million dollar liability minimum is required. For small wedding ceremonies, \$2 million dollar liability is acceptable. Proof of insurance must be presented before the rental date. You may contact your own insurance agent to purchase a policy or for an online option visit www.palcanada.com.

Cancellation Policy

A non-refundable deposit of 20% is due at time of booking. Remainder is due one (1) week prior to rental date.

Additional Restrictions and Costs

Please initial the following two areas:

_____ There is a charge of \$250/hour when the event runs past 11:59PM on the day of rental. The grounds may be cleaned up the following morning provided ALL clean up is completed by 9AM.

_____ The venue rental includes one initial in person consultation/tour of the facility. The Renter may tour the facility on their own time as they need, however, additional consultation with staff is charged at \$100 per hour.

The O'Keefe Ranch is NOT an event/wedding coordinator. This is a venue rental only.

Renter Name:

Ranch Rep Name:

Renter Phone #:

Ranch Rep Signature:

Renter Email:

Date:

Renter Signature:

Date: