

2023/2024 O'Keefe Ranch Wedding Request Form

WEDDING COUPLE:

MAIN CONTACT

Name:

Email:

Phone:

Mailing Address:

WEDDING & CEREMONY INFORMATION

Wedding /Ceremony Date:

Ceremony Time:

Reception Time:

CEREMONY ONLY: 9AM to 11:59PM

CEREMONY AND RECEPTION: 9AM to 11:59PM

SETUP & DECORATING:

Will setup and decorating be done during the rented time above? YES

NO

If NO, please complete the following:

DAY BEFORE WEDDING/CEREMONY BETWEEN 9AM to 11:59PM

TWO DAYS BEFORE WEDDING/CEREMONY BETWEEN 9AM to 11:59PM

OFFICE USE

Subtotal of Ceremy/Reception Venue Rental:

Subtotal of Setup/Decorating Venue Rental:

Subtotal of Venue Rental:

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ADDITIONAL ITEMS

Signing Table- No Charge

Wedding Arch - No Charge

Maximum 100 chairs. \$2 Per Chair
How many chairs are needed?

Maximum 15 tables. \$10 Per Table
How many tables are needed?

Tables and Charis are as is and will not be setup. You acknowledge and understand the quality of chairs and tables is not maintained.

OFFICE USE

Subtotal of Venue Rental (Page 1):

Subtotal of Chair Rental:

Subtotal of Table Rental:

Subtotal of Rental:

GST 5%:

TOTAL COST:

Deposit Amount:

Due Date:

Final Amount:

Due Date:

Paperwork Submission

Will a liquor license be submitted?

Liquor License Provided:

Insurance Papers Provided?