



Pre-Event Checklist

EVENT INFORMATION

Event name:

Event date:

Event start time:

Final guest count:

Arrival time & *name & affiliation* of **first** person onsite:

EVENT ORGANIZATION

Please state who will be the onsite, main point-of-contact during this event.

Full Name:

Cell #:

Affiliation/Role (caterer, event coordinator, wedding planner, maid of honor, etc.):

Email:

Arrival time:

VENDOR INFORMATION

Will any rentals or catering items be delivered?

If yes, complete the following:

Rental Company #1:

Items to be delivered:

Delivery date:

Pick up date:

Delivery Time:

Pick up Time:

Rental Company #2:

Items to be delivered:

Delivery date:

Pick up date:

Delivery Time:

Pick up Time:

Rental Company #3:

Items to be delivered:

Delivery date:

Pick up date:

Delivery Time:

Pick up Time:

TRAIN INFORMATION (if applicable):

Which engine will you be using?

How many passenger cars will you be using?

Train start time (run-time is 2 hours):

How many trips would you like the train to take?

Please indicate which station(s) you'd like the train to pick-up / drop-off guests for each trip

Trip 1: Garden Barn to... Garden Barn

Trip 2: Garden Barn to... Garden Barn

Trip 3: Garden Barn to... Garden Barn

Trip 4: Garden Barn to... Garden Barn

Will the final trip be wedding party/family only?

Stop train for photos?

Will you allow food & beverage on the train? (Additional, non-refundable \$200 cleaning fee)

END-OF-NIGHT CLEAN-UP

Please designate WHO will be responsible for the following end-of-night cleaning tasks...

Task / Responsible party	Caterer	Coordinator	Event Sponsor	Other (specify)
Trash disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mopping spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweeping broken glass, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wiping/cleaning tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Striking rentals (stacking chairs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport of rentals to "Sheep Barn"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Includes moving chairs out of way for under table cleaning.

Please review the following Ranch policies...

- Entrance to the property is by pre-arranged appointment ONLY. This includes event sponsor(s), vendors, rental deliveries / pick-ups, and guests, and applies to site visits, rehearsals, and general access to the property before, after, and the day of the event.
- Venue rental is **ONE DAY**. Set-up, decorating and clean-up of your event may occur only on the date stated in your contract. No day-before set-up or next-day clean up.
- Any personal items left on property is at your own risk! The Ranch will not assume responsibility for lost or damaged personal items.
- **No alcohol may be left on property before or after your event. NO EXCEPTIONS.**
- No food items may be left on property before or after your event.
- Accommodations for guest vehicles needing to be left overnight must be arranged in advance. Please notify the onsite manager prior to vacating the property if vehicles are being left behind.
- Please note that we may conduct sales tours on the day of your event and adhere to the following as our policy: tours are conducted under the supervision of management and all guests are courteous of preparation and photography. Every effort is made to complete tours one-hour prior to your event start time so the venue is vacated of outside guests prior to your event.

SECURITY DEPOSIT CHECKLIST

The Event Sponsor is, ultimately, responsible for the conduct of all guests, vendors, and other event-affiliated persons brought onsite, and thus can be held responsible for any damages incurred as a result of the behavior of those persons. We strongly encourage you review the following with your contracted vendors prior to the event.

If you have any questions about these policies, please contact our Venue Manager:
Julie Empey: julie@historicSMR.com | 805-540-3216.

GROUNDS FOR FULL WITHHOLDING OF YOUR SECURITY DEPOSIT –The following conduct will result in full-withholding of your security deposit

- **Noise Curfew:** If your DJ plays music past 9:59pm, we will withhold your deposit.
- **Improper dumping of ice/liquids:** If you, your bar service, or your caterer dumps anything other than liquids or ice, we will withhold your deposit. If straws, fruit garnishes, or other foreign material is found on the ground following your event, we will withhold your deposit.
 - Additionally, if you, your bar service, or your caterer fails to dump ice and/or liquids in the proper location, we will withhold your deposit.
- **Destruction of property:** This includes (but is not limited to) the puncturing of any structural surface (walls and flooring of the barn, fences, trees, or any other additional Ranch property or structure.) You may not use nails, screws, or bolts on any surface. Use of stakes for tents, lighting, ceremony arches, or additional procedures must be pre-approved with written consent from Ranch staff. Failure to comply with this policy will result in full withholding of your deposit.

END OF NIGHT CLEANING –The Event Sponsor is responsible ensuring the venue is left in the same state as it was found. This includes (but is not limited to) the following:

- All trash and recycle disposed of in proper receptacle.
- Spills, broken glass, and/or messes must be swept or mopped to the satisfaction of the onsite manager. Ranch chairs need to be moved out of the way for any under table cleaning.
- Rentals removed and relocated to the “Sheep Barn” (when applicable) and all personal décor removed from site.

SAFETY & PROPERTY PRESERVATION

- **Smoking on property is strictly prohibited**, except in designated areas. Excessive smoking trash may serve as grounds for partial deduction of your deposit.
- FIRE EXTINGUISHERS are located across the property. Please inquire as to their location.

Please remember the following DÉCOR RESTRICTIONS as you make your final planning decisions:

- **If you bring it in, take it with you!** All décor and implements for installation (ropes, strings, zip-ties, tape, etc.) must be removed.
- No open flame of any kind. (Includes but not limited to candles, sparklers, contained lanterns, bonfires, fireworks, etc.) Exceptions can be made for heaters in cold weather.
- No confetti (natural or synthetic.)
- **Flower petals used during ceremony must be cleaned up by event sponsor (NOT Ranch staff.)**

ADDITIONAL

- Event sponsor (or representative) must check-out with onsite manager before vacating property.
- All major vendors (catering especially) should check-out with onsite manager before vacating property.

*****If original start time changes at any time during planning, please notify venue ASAP.**

By signing below, I hereby acknowledge the above statements and agree to adhere to all Santa Margarita Ranch policies.

Signature

Event Sponsor: