



Event Coordinator Policy

Please use the following guidelines (per our contract) for managing the CATERING team:

THE FOLLOWING ARE GROUNDS FOR FULL WITHHOLDING OF THE CLIENT'S SECURITY DEPOSIT:

- If the catering company improperly disposes of any liquids OR ice, the Ranch will withhold the full amount of the client's security deposit.
- If the company is found to have improperly disposed of straws, fruit garnishes, or other foreign materials on the property, the Ranch will withhold the full amount of the client's security deposit.
- If the catering company is found to be responsible for any destruction to the property (including but not limited to the puncturing of any surfaces) the Ranch will withhold the full amount of the client's security deposit.
- Company vehicles and staff vehicles should be neatly parked along the horse corral fence, north of the barn. Vehicles may not block barn doorways, ranch gates or driveways.
- Heavy run-off or condensation from tubs or bins used to store water, ice, etc. must be attended to. In order to preserve the floor of this historical structure, please be sure to wipe or mop up the water frequently throughout the event.
- *Company is responsible for providing a truck or suitable vehicle to transport the trash from the event area to our onsite dumpsters.*

(GENERAL) GROUNDS FOR FULL WITHHOLDING OF YOUR SECURITY DEPOSIT –The following conduct will result in full-withholding of the client's security deposit:

- **Noise Curfew:** If your DJ plays music past 9:59pm, we will withhold the deposit.
- **Improper dumping of ice/liquids:** If you, your bar service, or your caterer dumps anything other than liquids or ice, we will withhold the deposit. If straws, fruit garnishes, or other foreign material is found on the ground following your event, we will withhold the deposit.
 - Additionally, if you, your bar service, or your caterer fails to dump ice and/or liquids in the proper location, we will withhold the deposit.

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- **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 the deposit.
- Venue rental is ONE DAY. Set-up, decorating and clean-up of the event may occur only on the date stated in the 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 event. NO EXCEPTIONS.**
- No food items may be left on property before or after the 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.

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. All chairs need to be removed so the floor can be seen to clean accordingly. Ranch chairs will stay in barn but need to be moved to either sidewall or on top of cleaned ranch tables for floor clean-up.
- Rentals removed and relocated to the “Sheep Barn” (when applicable) and all personal décor removed from site.
- **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.