

# SECURITY DEPOSIT CHECKLIST

Please review the following company policies (as stated in your original signed contract) and signify that you understand. Failure to comply with *any* of the following may result in a partial or full withholding of your cleaning and damage deposit. 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](mailto:julie@historicSMR.com) | 805-540-3216.

**Please initial each policy to signify your understanding.**

## END-OF-NIGHT CLEANING

- \_\_\_ All trash and recycle disposed of in proper receptacle.
- \_\_\_ Liquids and ice disposed of in proper manner (along the pasture fence on north side of barn).
- \_\_\_ Spills, broken glass, and/or messes must be swept or mopped to the satisfaction of the onsite manager.
- \_\_\_ Rentals removed to the "Sheep Barn."

## SAFETY & PROPERTY PRESERVATION

- \_\_\_ No candles, fireworks, sparklers or flame of any kind permitted on property.
- \_\_\_ Smoking on property is strictly prohibited, except in designated areas. Excessive smoking trash may serve as grounds for partial deduction of cleaning and damage deposit.
- \_\_\_ FIRE EXTINGUISHERS are located at both the front and rear of barn, as well as on "catering side". There is also an extinguisher on the north side of the Wells Fargo building, near the garden. Please take care to note the location of each upon your arrival.
- \_\_\_ Guest and vendor access is restricted to the garden, parking lot, restroom facilities, and barn; all other areas of the property are prohibited.

## CATERING

- \_\_\_ Open BBQs must be staged a minimum of fifteen feet (15') from the barn and other structures, the garden, or any particularly "dry," grassy area. NO open flame inside the barn.
- \_\_\_ All water on property is non-potable and is not safe for drinking or food preparation. It is the responsibility of the event sponsor to arrange for appropriate water for such purposes.
- \_\_\_ 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.

## CURFEW

- \_\_\_\_\_ Per county ordinance (as well as a courtesy to our neighbors), all music and amplified sound must be off prior to 9:59PM. The onsite manager reserves right to 'cut the music' if it continues beyond 10PM. *Failure to adhere to this policy is grounds for a full withholding of the cleaning and damage deposit, as well as blacklisting for the associated DJ.*

## ADDITIONAL

- \_\_\_\_\_ 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.
- \_\_\_\_\_ Event sponsor must check-out with onsite manager before vacating property.

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

### *Signature*

Event Sponsor: [Click here to enter text.](#)

*\*Please note, if the caterer, coordinator or other vendor is handling any of the end-of-night tasks, it is helpful to review this checklist with them. Ultimately it is the responsibility of the event sponsor, regardless of vendor agreements, to make sure all of these policies are adhered to.*