Tallgrass Ranch LLC, dba Tallgrass Ranch Event Center

Contract for Events

Tallgrass Ranch Event Center requires a **non-refundable** 50% deposit (total based on event rate) on the day of booking to hold your event. The remaining balance is due 60 days prior to the date of the event. Payments can be made by cash or check. If the event is less than 60 days away, the full amount is due upon booking and is non-refundable. Checks must be made out to Tallgrass Ranch, LLC. Accounts with insufficient funds will be charged a $50.00 fee.

Items that is included in your rental:

Prices include 25 (60") round tables that can seat 6-8 people each and 200 chairs and these are for indoor use only. We also include 6 (8') rectangular tables, 2 (6') rectangular tables, 2 pub style tables with stools (are to remain in their existing locations), wooden arch for indoor use only, and a table and chairs for the bride and groom for the reception.

Outdoor chairs are available to rent

Additional Items to Rent:

Chafing Trays (qty. 20) - $100

Table décor - $15/table

Cowhide rugs (qty. 4) - $30/rug

Speaker with Microphone (qty. 2) - $250

Projector with Portable Screen - $150

Outdoor chairs - 100 chairs/$100 - 200 chairs/$200

Initial _____

Cleaning/Damage Deposit (refundable):

A $500 refundable deposit is required when the event is booked. This deposit will be applied should there be any damage caused by event guests or the parties holding the event. This deposit will be applied should the cleaning policy not be upheld. This deposit will be applied should parties holding the event, be in breach of this contract (see General Policies).

We also reserve the right to retain the deposit for failure to vacate the premises at the designated time. It must be noted that Tallgrass Ranch Event Center will not be responsible for any items that are left behind after the time of the event has expired.

General policies (any breach of these will cause forfeiture of damage deposit):

- No duct tape, Gorilla tape, or strong adhesives of any kind (permanent or temporary) are allowed. No runners or rugs to be taped to the floor of either event hall.
- No décor may be affixed to the venues furniture or walls by nails, screws, tape, putty, hot glue, etc.
- No open flames of any kind.
- No rice or confetti inside or outside the venue.
- Outdoors, no silk (fake) flower petals are to be thrown or used to walk on down the aisle. We allow real petals only outdoors.
- Indoors, no real flower petals are to be thrown or used to walk on down the aisle, as they can stain the concrete. Silk (fake) flower petals may be used indoors.
- Bubbles are allowed, only outdoors.
- Sparklers are allowed. Must be disposed of in metal bins that are provided and should have water in the base to ensure they are put out.
- Pets are **NOT** allowed unless approved by the venue in writing.
- **NO** Smoking of any kind allowed inside the Venue. There is a designated smoking area on the back side (northeast)of the main building.
- At **NO** time before, during, or after the event, is anyone allowed to use or be in the pond.
- No firearms
- No fireworks

Initial _____

Alcohol and Catering:

Tallgrass Ranch Event Center does not provide alcohol or catering for any event. You may use outside caterers and Bartenders.

- Any events that provide alcohol will be required to have a licensed and insured bartender (Special Event Host Liquor Liability Insurance)
- Security is required
- No beer bottles (cans only)
- Plastic cups only
- Caterers are responsible for their own clean up.
- Bartenders are responsible for their own clean up.

Responsibilities of the parties holding the event:

- All chairs folded and stacked on top of each table
- All chairs outside to be put up in the manner that they were provided.
- All floors swept
- All trash picked up from inside and outside (including cigarette or cigars)
- All trash from bathrooms to be taken out
- All spills mopped or cleaned up
- There are cleaning supplies provided as well as trash bag replacements

There is an optional $500 fee for in house cleaning service. This is due at the time of booking.

There is an optional $300 fee for in house set up of tables and chairs. This is due at the time of booking.

Cancelation Policy:

All reservation fees are non-refundable. Event cancelation must be made 60 days prior to the event. Cancelations made later than 60 days prior to the event will result in forfeiture of all monies paid to Tallgrass Ranch.

Postponements and Date Changes:

All changes must be made in writing 90 days prior to the event and are always subject to availability.

Initial _____

Rehearsals:

Each party is reserved one hour for rehearsals. Typically this rehearsal will take place the Wednesday or Thursday before the event. Friday weddings will have from 5pm-6pm, Saturday's will have from 6pm-7pm, and Sundays will have from 7pm-8pm. These will be scheduled back to back and no parties will be allowed to go past their designated time slots. It is the persons named on the contract that are responsible for communicating this information to all parties.

Indemnity:

Tallgrass Ranch LLC, dba Tallgrass Event Center shall not be held responsible for any loss, stolen, missing, or damaged property incurred by you or your guests.

Tallgrass Ranch LLC, dba Tallgrass Event Center is not responsible for any unattended children or adults in or around the venue. Children must be attended to at all times.

At no time is any party before, during, or after the event allowed in or around the pond. Tallgrass Ranch LLC, dba Tallgrass Event Center is not liable or responsible for any parties in breach of this contract.

Guests agree to release and hold Tallgrass Ranch LLC, dba Tallgrass Event Center harmless, including any attorney fees and costs incurred, from all claims, demands, suits or judgments from use of the building or outdoor facilities including, but not limited to any damages incurred, injury, or even death. Outdoor areas consist of grassy areas, areas with loose gravel, uneven walkways, steps, and terraced landscaping. Guests of the event party should know and understand walkways are designed with natural materials which are inconsistent. No valuables shall be left in dressing rooms and Tallgrass Ranch is not responsible for any items lost or stolen.

Tallgrass Ranch LLC, dba Tallgrass Event Center, shall not be held responsible for inclement weather, any power failures, any equipment failure, any electrical equipment failure, which may occur prior, and during any event.

Tallgrass Ranch LLC, dba Tallgrass Event Center reserves the right to make changes to any policy or procedure at any time.

Initial _____

Tallgrass Ranch LLC, dba Tallgrass Event Center, reserves the right to refuse service to anyone.

I have read Tallgrass Ranch LLC, dba Tallgrass Ranch Event Center policies above. I understand and agree to abide by these time frames and policies.

Name: _____

Event Type: _____

Phone: _____

Email: _____

Event Date: _____

Time Frame of Event: _____

Name of Bride and Goom: _____

Contacts for all communitcation for the event (1-2 people only. No one else will be able to make requests or changes: _____

_____

Rehearsal Date/Time: _____

Name/Address(deposit return): _____

City, State, Zip: _____

Signature: _____

How did you hear about us? _____

Initial _____

Admin Only

Total Amount of Event: _____

Paid $_____ Balance Due $ _____ Date Balance Due: _____

Damage Deposit $500 Paid: _____

Additional Deposits Balance: _____

Additional Deposit Paid: _____

Notes:

Initial _____