



Venue Contract

 ("Client" hereafter) hereby enters into this contract (the "Contract") for the use of facilities owned by:
 Hidden Acres Ranch LLC as provided
 below: The Event Date: _____ Event Type: _____

Event location:(Indoor/Outdoor) _____ Name of Coordinator: _____

Client Contact Information

Client #	Primary Contact	Payor Contact (Secondary contact if payor is primary contact)
Name (Client)		
Phone #		
Alternate Phone #		
Email		
Mailing Address		
City, State, Zip		
Couples First and Last names if different than above	Name: _____	Name: _____
Expected number of guests?		
Additional Notes:		

Hidden acres ranch LLC accepts payments through several different websites and apps. We also accept cashiers checks, personal and business checks, venmo, zelle and paypal.

Venmo Account: _____

Zelle Account: _____

Paypal Account: _____

Cashiers Check : _____ **Check:** _____ **Credit Card** _____

Credit card # _____ **Exp:** ____/____ **CVV** _____ **Zip Code** _____

Fill out the information for your deposit or any monthly payment

TERMS OF AGREEMENT: Hidden Acres Ranch LLC hereby permits Client to occupy and use the facilities as described below according to the terms and provisions below. "Client" also refers to client's vendors, agents, guests as well as any other person included in their party. All members of the client's party will abide by the following terms and conditions:

GENERAL POLICIES & INFORMATION:

- Hidden Acres Ranch LLC does not provide medical staff or medical coverage for Client utilizing the facilities.
- All vehicles, motorbikes, etc. must be parked in the designated parking lot.
- Smoking and Vaping is permitted outdoors only.
- Illegal drugs and firearms are not permitted on the premises.
- If an Act of God (tornado, earthquake, fire, hurricane, wind, flood, etc.) leaves the facilities unusable, causing the Event to be canceled, Hidden Acres Ranch LLC will refund the amount paid by Client to date. Under no circumstances will Hidden Acres Ranch LLC be liable for any damages, (including but not limited to exemplary or incidental damages) in excess of previously made payments.
- No article or item of a dangerous, flammable, or explosive character that might unreasonably increase the danger of fire at the facility (e.g. Fireworks, sparklers) is permitted on the premises.
- Outdoor music must end by 9pm. No loud music, loud instruments or devices are allowed outside. Music indoors or outdoors must be respectful of the neighbors. No loud music allowed from guest vehicles. Not following the music rules will forfeit your damage deposit.
- Hidden Acres Ranch LLC reserves the right to make modifications and updates to appliances, fixtures, décor, furniture, lighting, and landscaping.
- Hidden Acres Ranch LLC is closed on Easter Sunday, Thanksgiving Day, Christmas Eve, and Christmas Day.
- No pets or animals of any kind are permitted on the premises. Exception: Certified service dogs.
- Hidden Acres Ranch LLC is not responsible for any noise, distractions or interruptions caused by nature, humans, or man-made devices during any portion of the client's event.

DÉCOR: Decor policies are in place to keep the facility beautiful and safe for every Event.

- Client is responsible for providing linens. Linens are *not* included with a venue rental.
- Decorations are Client's responsibility.
- Glitter, hay, rice, silly string, confetti of all types, and gel-like substances are **not** permitted anywhere on the premises. Sand may only be used inside enclosed containers. Silk flower petals may not be used any place outside but may be used inside the hall. Use of these products will result in forfeiture of damage deposit.
- Candles may only be used in glass containers. The top of the glass must go above the top of the flame.
- No nails, screws, staples, duct tape or any permanent marking tools may be used on the wood beams, floors, walls, or furniture. This includes the outside ceremony site.
- No substances (e.g. cornmeal), or any item that might do harm, may be placed on the indoor floor.
- Birdseed is not permitted at the facility. Bubbles may be used only outside.
- No items should be thrown or placed in the water features, including but not limited to floating candles or flowers.
- Sparklers & Chinese lanterns are not permitted.
- Check with venue for approved exit or sendoff items.
- Noncompliance with any of the above guidelines will result in forfeiture of damage deposit.

DAMAGE TO PROPERTY OR LOSS WHILE ON PROPERTY:

- Client is responsible for any and all individual property brought onto the premises. Hidden Acres Ranch LLC and its insurers shall not be liable for any damages or loss resulting therefrom.
- Client agrees to leave the facilities in the same condition as existed at the time of the start of Client's rental day.
- Client shall pay for any damages to the property (including theft) caused by Client, Clients Vendors and or Guests.
- After Clients event, should a post-event assessment reveal any of the following: Damages, missing Hidden Acres Ranch Property, excessive trash or, other charges incurred by Hidden Acres Ranch LLC due to non-compliance of contract rules, the Damage Deposit/Fee will be charged to the banking information on file.
- Should credit card information not be provided by client at time of booking, the full Damage Deposit of \$500 will be collected at the time of booking. If no damages are determined, credit will be issued by the end of the next business day after Clients Event.
- If damages are discovered during or, post event, the deposit will either be charged or, will not be returned and the following steps will take place: 1) Client will be notified in a timely manner. 2) Pictures of damage will be provided from Hidden Acres Ranch LLC to Client.
- If the damages exceed the \$500 damage deposit, Hidden Acres Ranch will provide Client with an invoice of the assessed damages and repair costs. Client will either approve payment to run with existing payment information on hand or provide alternative payment for the excess damage costs within 10 business days of receipt of invoice.

DAY OF EVENT:

- Day of hall rental time begins at 9am and ends at 11pm. Client and client’s belongings shall be cleaned and removed from the premises by midnight.
- Hidden Acres Ranch LLC will provide the setup of tables and chairs for inside the hall and chair setup only at the ceremony site. Client shall provide staff the seating plan at least two weeks prior to the Event. Tables and chairs will be setup prior to 9:00AM on the Event Date. Hidden Acres staff will setup the tables and chairs one time, any revisions thereafter will be the responsibility of client.
- Hidden Acres Ranch LLC holds the right to conduct tours from 8am to 1pm on Client’s Event Date, unless this directly interferes with the ceremony.
- Linens are *not* included with a venue rental.
- Client shall provide their own ladders, extension cords, or any other type of tool or equipment for set up.
- Out of respect for all our Clients events, ALL “BOOKED BRIDE” Venue visits will be scheduled on non-event days only.
- A Hidden Acres Ranch representative will be available by phone and on-site for the duration of the Event.
- Hidden Acres Ranch LLC provides one refrigerator, a kitchen prep room with prep tables, one serving table, bar table, and one freezer.
- Hidden Acres Ranch LLC provides a climate controlled indoor facility.
- Hidden Acres Ranch will not allow additional foliage beyond what is already in place. Client shall respect the natural foliage and not disturb it.
- Client may not take any of the indoor reception chairs or tables outdoors.
- Client may not tie into main electrical box for band/DJ equipment or any other needs.
- Drink stations are not permitted to be placed on wooden tables or over wooden floor.
- DJ/entertainment vendors must stop by 11:00pm.
- For on-site food preparation, the following policies must be followed: no cooking is permitted inside the venue, only outdoor electrical outlets may be accessed, cooking equipment must be self-contained, fire lanes and all necessary entrance/exits must be left unblocked, and no cooking can take place within 10’ of the building.
- Hidden Acres Ranch LLC reserves the right to eject or cause to be ejected from the facilities any objectionable person or persons. Neither Hidden Acres Ranch nor any of its officers, agents or employees shall be liable to Client or any of Client’s guests for any damages that may result by the exercise of this right. The term “objectionable persons” shall include those persons who by virtue of disorderly conduct, drunkenness, disruptive behavior, violation of Hidden Acres Ranch policies, or violation of local, state or federal laws, make the normal and proper conduct of business or the enjoyment of the Event difficult or impossible for others.
- Hidden Acres Ranch requires that Client engage a commissioned peace officer or former peace officer to provide security for the Event, if alcohol is present. Client may only engage a security officer(s) from Hidden Acres Ranch approved list. Security detail must commence at the time the reception begins and be present until the last person leaves the property, including vendors and Hidden Acres employees. Client must pay the security officer(s) directly. Hidden Acres Ranch is not responsible for any changes in pricing or terms of security arrangement.

DAY BEFORE THE EVENT RENTAL:

- If available, Client has the option to rent the venue the day before the Event Date at half price; however, the only days available for this half price option are Monday, Tuesday, Wednesday, and Thursday.
- The day before hall rental time begins at 11am and ends at 9:00pm. Clean-up following each day will be the responsibility of the Client, with the exception of the bathrooms, which will be cleaned by Hidden Acres Ranch staff.
- All the rules concerning alcohol apply the same to Day Before Event rental.
- All food and beverages must be removed from the premises each night.
- Client must be off the premises by 9:00pm on the first night. No overnight sleeping or camping allowed on Hidden Acres Ranch premises.

RELEASE OF LIABILITY-INDEMNITY:

Client, its guests and invitees agrees to WAIVE, RELEASE, INDEMNIFY, HOLD HARMLESS, AND FOREVER DEFEND AND DISCHARGE Hidden Acres Ranch LLC, its owners, employees, and sponsoring agencies from all liability for any such personal injury, disability, death, proceeding cost, expenses or loss or damage to a person or property during the Event or any of the activities connected with the Event to the fullest extent of the law.

ALCOHOL:

- **RELEASE OF LIABILITY:** Client agrees to hold Hidden Acres Ranch LLC, its agents, employees, and officers harmless in the event of alcohol-related injuries to Client or Client's guests attending or returning from Event.
- All alcoholic beverages served on the premises must be served by a preferred vendor bartending company, or an independently contracted, licensed and insured bartending firm.
- BYOB setups are not permitted on the property. Alcoholic beverages may not be consumed in parking lot.
- All underage drinking is strictly prohibited on Hidden Acres Ranch premises, even when provided by parents to their children.
- Client is permitted to have alcohol served by licensed and insured bartender up to **six hours** for Event. No shots are allowed.
- The serving of all alcoholic beverages will cease by 11:00pm.
- Per State Law, no alcoholic beverages can be stored overnight on Hidden Acres Ranch premises.
- No alcohol can be served or consumed until the authorized bartender is present.
- Non-compliance of any alcohol policies or rules will result in forfeiture of damage deposit.

AFTER EVENT:

- Client will be responsible for removing all décor and leftover food the night of the Event.
- Client is responsible for clearing of tables including, trash, dinnerware, décor and linens.
- Hidden Acres Ranch will perform the majority of the hall cleanup, to include provision of trash bags, restroom supplies, picking up of tables and chairs, sweeping, and mopping at the conclusion of the event.
- All trash must be placed in provided trash receptacles.
- Hidden Acres Ranch LLC will not be held responsible for lost or stolen items.

FEE & DEPOSIT:

- **Payment Schedule: Unless otherwise stated in the schedule on page 5, Client shall pay the Contract Amount according to the following deposit date schedule:**
 - At date of booking, a deposit of \$500 shall be made.
 - Sixty Days before the Event Date or at booking, whichever is later in time, a deposit of 50% of the total balance of the Contract Amount shall be paid.
 - Thirty Days before the Event Date or at booking, whichever is later in time, a deposit of 100% of the total balance of the Contract Amount shall be paid, plus a \$500 Damage Deposit.
 - If Event Date is 16 months or more in the future, payments must be made at least quarterly from date of contract signing.
 - After initial deposit is made, all payments will be scheduled for the 5th or 20th of each month.
 - **All Deposits/Payments are non-refundable.**
- Hidden Acres Ranch LLC will charge Client a \$35 processing fee for each returned check or each time an auto-draft transaction is rejected.
- Contracts shall not be sold or transferred to another party.
- Failure to receive payment at the appropriate due date will result in forfeiture of all contractual rights. Before cancellation, Hidden Acres Ranch LLC will provide a written notice to Client. If no response is received within 48 hours from Client, the contract will be canceled.
- Contract price is final. Contract total will not be adjusted due to any price increase or decrease including future promotions.
- **Cancellation of Event Date:**
 - In the event of a cancellation of the Event, written notice of cancellation must be delivered to Hidden Acres Ranch LLC in order to process cancellation and end automatic payment processing.
 - Once a written cancellation notice is delivered to Hidden Acres Ranch LLC, this contract cannot be regenerated. If client desires to re-schedule the Event, a new contract must be entered and signed by the parties.
 - If the Event is canceled at any time after the date is eight months or less prior to the Event Date, Client is obligated to pay the total remaining Contract Amount balance. Client will either pay remaining balance at time of cancellation or, resume with existing, contractual payment schedule.
- **Rescheduling of Event Date:**
 - Written notice of postponement must be received in order to end automatic payments and process postponement.
 - If Client desires to postpone the Event and does so at any time after the date which is eight months or less prior to the original Event Date, deposits previously made toward the original Event will not apply as credit toward the new event. This Contract shall thereafter be null and void and a new one will be entered.
 - A new date must be selected no later than 30 days after written notice of postponement is received.
 - If Client desires to postpone the original Event Date and does so at any time prior to the date which is eight months or more before the Event Date, and the new date selected is no more than 15 months after the date the written postponement notice is received, then all deposits previously made shall apply to the new event.
 - When rescheduling of a date occurs, the Client is obligated to pay the higher of the two prices
 - If all above clauses are met, then a date can only be rescheduled onetime.

Client #

Payment Information and Schedule

Total Contract Amount: \$	Today's Deposit: \$	Remaining: \$
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Date	Amount

AUTHORIZATION / SIGNATURES: I certify that I am an authorized representative of the Client and that I am authorized to enter into this Contract as the Client and on behalf of all persons included in the definition of the “Client” herein. Further, I agree to be personally responsible for the performance of all of Client’s obligations of this Contract.

Client Print

Client Signature

Date

Hidden Acres Ranch Representative Print

Hidden Acres Ranch Representative Signature

Date

By checking the box you agree/verify that you have read and understood Hidden Acres Ranch LLC transfer and cancellation policies and any payments made towards your event are non-refundable.