

## SPECIAL EVENT APPLICATION

We are pleased to offer **Special Event** accommodations at the Ranch for your special event. Reservations are accepted up to 90 days in advance of event and are on a first-come-first-served basis. Parking is provided in designated areas only. Refundable Deposit (50% of total charges) is due at time reservations are made. Balance in full is due one week prior to event.

### Outdoor Event:

- Main Lawn: \$300 (up to 100 people – over 100 by special arrangements only). Requires rental of portable restrooms.
- Courtyard: \$50 (accommodates up to 30 people)

**Price includes total of 4 hours from set-up through clean-up. All set-up and clean-up is to be done by Special Event Renters on same day of event.**

### Indoor Event:

- Main Dining Room: \$50 (tables and chairs for 28 people included). Call for available hours.
- Fireside Conference Room: \$100 (conference table and chairs for 10 included, kitchen area available, must provide own utensils and paper goods).

**Price includes 3 hours from set-up through clean-up. All set-up and clean-up is done by Special Event Renters on the same day of event.**

### Rentals Available:

- Folding Chairs - \$2 for each chair (150 available)
- Folding Tables - \$5 for each table (30 available, variety of sizes)
- EZ-Up Canopy 10x10 - \$25
- Hay Bales - \$5 each
- Arch - \$25
- Staging Space - \$100 (i.e., bridal suite, changing room, etc. based on availability)

Event Title	Event Date		Event Time	
Type of Event	<input type="checkbox"/> Outdoor Event <input type="checkbox"/> Courtyard Event <input type="checkbox"/> Indoor Event			Total # Guests:
Event Coordinator				
Address				
City/State			Zip	
Phone		Cell		
<b><i>I agree to abide by above agreement. I accept financial responsibility for any damages or repairs as a result of this event. Signature:</i></b>				
				<b>Date:</b>
Discuss: <input type="checkbox"/> Parking instructions/limits <input type="checkbox"/> Portable restrooms <input type="checkbox"/> Resident privacy & no-use of resident porches				

### Charges for Requested Rentals

Outdoor Event		Special Arrangements	
Indoor Event		Portable Restroom Rental	
Courtyard Event		Other	
# Addl Chairs		<b>Total Cost</b>	
# Addl Tables		<b>Deposit Paid</b>	
EZ-Up Canopy		<b>Balance Due</b>	
Hay Bales		<b>Date Paid in Full</b>	
Arch		<b>Cost for Damage/Repair</b>	
Staging Space		<b>Date additional costs Paid</b>	

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