

SAMPLE CONTRACT:	THE OJAI RANCH
EVENT SYNOPSIS FOR:	Potential Clients
WEDDING DATE	Any Saturday date
WEDDING GUEST TOTAL	anywhere from 75 - 180 (if guest count is below 50 and you do not want a DJ then the price is lower)
PRICE OF VENUE **includes large Bridal Suite	\$10,500.00
INCLUDED WITH VENUE:	
BRIDAL SUITE:	The Bridal Suite is included with the rental of the venue. This is a large suite, made up of 2 bedrooms, a full bathroom, and a large living room. The access is only for the bridal party. You can get ready here, and use to put your personal stuff during the event. It is not for vendors to use the space.
FRIDAY REHEARSAL SLOT:	You are allowed limited access on the Ranch the Friday before your wedding for a rehearsal, this time needs to be arranged in advance with the Ranch manager and has a limited time slot and a limited amount of guests.
ELECTRICTY:	A generator is not required unless a very large band is desired
LIGHTING:	There is basic lighting around the house that will light some of the patios of the venue & market lights strung over the entire reception area THERE ARE NO TABLES AND CHAIRS INCLUDED WITH THE VENUE, YOU WOULD NEED TO RENT
BASIC RULES OF VENUE:	
CHECK IN & OUT TIME	Check in time is 8 am and check out time is 11 pm (all bodies must be off the property at 11pm, including staff). In additional to the day of check in and out times, a Monday load out is allowed.
VENUE LOGISTICS	The Ojai Ranch manager must approve of all proposed logistical plans for the use of the premise including catering and set up of any additional furniture prior to event. This is the clients responsibility to set up with the event planner and communicate to the Ranch manager.
DECORATION RULES	All candles must be table top and in glass, no floating candles and no candles on the floor. No adhesive, nails, or tack can be used on any walls on any party of the property. All decorations must be free standing. These decorations are NOT permitted: confetti, glitter, sparklers, fog machines, or rice.
BATHROOMS:	For all weddings over 50 guests port-a potties are required. For every 50 guests a single stall is necessary. For example, if you are 100 guests you need to rent a bathroom that has two stalls.
PARKING	It is necessary to have your guests shuttled in to and out of the property for the event. There is vendor parking on the property, and the number of cars must be disclosed and agreed upon one month prior to the event with the property manager.
TRASH	All trash from the event must be taken out of the house and placed in one of the three clearly marked bins on the side of the house. There are ample bins for all trash from the event and house rental to be placed in the bins. We ask that all trash, trash bags, and unwanted items be disposed in the large bins.
FIRE PIT	Given the natural landscape on the Ranch all fire pits and fires are prohibited.
NOISE REGULATIONS	All events must end by 10pm. All amplified music must comply with the legal decibel limits throughout the event and end PROMPTLY at 10pm
ALCOHOL REGULATIONS	Alcohol may not be served to minors and will be regulated. Only professional / hired staff members are allowed to serve alcohol. No selling of alcohol on property.
CATERER	The client must obtain a copy of the caterers certificate of insurance and email it to the Ranch manager 30 days prior to the event. Caterers may use the kitchen for plating and reheating, cooking in the kitchen by the caterer is prohibited.
EVENT PLANNER	The client must obtain a copy of the event planners certificate of insurance and email it to the Ranch manager 90 days prior to the event. The event planner must be present for the entire event and a minimum of two hours prior to the event, as well as the last person to leave the property the night of the wedding.
DAY of INSURANCE (usually \$125):	client must purchase commercial general liability insurance, including host liquor liability in an amount not less than \$1,000,000 for combined single limit bodily injury and property damage and provide a copy one month prior to the event. A recommendation is wedsafe.com it is user friendly and very reasonable!