



WELCOME PACKET

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Introduction to the Ranch

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Pricing & Rentals

Eleven Oaks Ranch

UNIQUE VENUE FEATURES

The Property

Nestled in a 100 year-old wooded setting, Eleven Oaks Ranch is the perfect venue for your special event. We are conveniently located just outside of Edmond and only two miles off Highway 66. Our venue offers plenty of parking and complete access to the grounds, giving you the option to host your event inside by a large fireplace or outside under our pergola or stunning canopy of trees.

9,500 Square Foot Event Space

with customizable floor plan and dance floor

Tables & Chairs Provided

for both indoor and outdoor events

Grand Staircase

for a stunning entrance

Indoor Fireplace

perfect for fall and winter events

15 Hour Rental Period

9am to midnight


Huge Bridal & Groom Suites

both include private restrooms

Outdoor Pergola & Wooded Grounds

choice of two beautiful backdrops for your ceremony

Contact Information

 405.323.2053

 INFO@ELEVENOAKSRANCH.COM

 @ELEVENOAKSRANCH

 ELEVEN OAKS RANCH

Eleven Oaks Ranch

FREQUENTLY ASKED QUESTIONS & TIPS

one

How long will I have use of the event space?

15 hours. The time begins at 9am and ends at 12 midnight. The music and the bartender must stop serving at 11:00pm, and you need to be packed up and ready to leave by 12:00am.

two

Is the location air conditioned and heated?

Yes! In Oklahoma that is a must.

three

Are kitchen facilities available?

Yes, a large refrigerator, a chest freezer, a deep stainless steel double sink (for prep only, no washing dishes), small hand washing sink and stainless steel preparation tables. Private access to the kitchen area.

four

Is a security guard required at Eleven Oaks Ranch events?

Security is required when alcohol is served. Check our vendor list for approved security guards.

five

Are there any decoration guidelines/restrictions?

No bubble machines, glitter, confetti, cornmeal etc. Also, absolutely no nails, staples, screws or duct tape on the walls. You will need to provide your own ladders for decorating use. Standing on chairs will not be allowed because of the danger of the chair breaking or being unsteady.

six

Are there any limitations for what can be tossed or used outside the location?

No rice, silk flower petals, confetti or silly string

seven

Do you offer an onsite coordinator?

No, but we will give you a list of coordinators.

eight

Do you provide any linens or flatware, plates, glasses, etc. ?

No, but we will give you a list of good vendors who can assist you with that.

nine

Are pets allowed at Eleven Oaks Ranch?

Let's talk about it!

ten

Is the site handicap accessible?

Yes, with asphalt parking and handicap accessible spaces.

Eleven Oaks Ranch

PRICING & RENTALS

Pricing Breakdown

Below is the pricing by day and holiday. Tables and chairs for 300 (white/outside) and 300 (brown/inside). 15 hours of use, and clean up at the end of your events. There is a sound system, both inside and out. A wireless microphone for inside and outside are also included. There is also a projector and screen that will hook up to a laptop inside the building. If you have a mac, you will need to bring your own adapter.

\$3,500 <i>Monday - Thursday</i>	\$5,500 <i>Friday</i>	\$6,500 <i>Saturday</i>	\$4,500 <i>Sunday</i>	\$5,500 <i>Holidays</i>
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Tables and Chairs

(Included with venue rental)

38-60" Round Tables

Linen size: 120" (floor length)

Linen size: 90" (chair length)

6-8ft Tables

Linen size: 90" x 156" (floor length)

Linen size: 60" x 126" (chair length)

2-6ft Tables

Linen size: 90" x 120" (floor length)

Linen size: 60" x 102" (chair length)

4-32" Round Cocktail Tables

Linen size: 60" or 90" (mid length)

Linen size: 120" (chair length)

Buffet Bar

15' x 42" x 37" high

Wet Bar

15' x 42" x 43" high

4 - Handmade wooden display tables

6' x 18'

300 Indoor brown chairs/300 Outdoor white chairs

15" depth and width of seat pad

31" height from ground to the top of the back

17" width of chair



EVENT CONTRACT

Eleven Oaks Ranch

RENTAL AGREEMENT

_____ (“Client” hereafter) hereby contracts for the use of facilities at
11 Oaks Events, LLC as stated below on the following date(s): _____

Client Contact Information

	PRIMARY CONTACT	PAYOR CONTACT <i>(Secondary contact if payor is primary contact)</i>
NAME:		
NAME:		
PHONE:		
ALTERNATIVE PHONE:		
EMAIL:		
MAILING ADDRESS:		
CITY, STATE, ZIP:		
ADDITIONAL NOTES:		

Terms of Agreement:

Client (hereinafter refers to client's vendors, agents, guest and invitees as well as any person included in their party) will abide by the following terms and conditions that are set forth in this contract.

General Policies and Information:

- 11 Oaks Ranch Events, LLC (11ORE hereafter) does not provide medical staff or medical coverage for Client utilizing 11ORE Facilities.
- All vehicles, motorbikes, etc. must be parked in the designated parking lot.
- Smoking is permitted outdoors only.
- Illegal drugs and illegal firearms are not permitted on 11 ORE premises.
- In the case that an act of God (tornado, earthquake, fire, hurricane, wind, floods, etc.) leaves 11 ORE unusable, causing the Client's event to be cancelled, 11 ORE will only be held liable for the amount paid by the Client to date. Under no circumstance will 11 ORE be punitively or otherwise liable for damages beyond what has been paid by client.
- Outdoor music will be limited to soft professional music only. No loud instruments or devices are allowed outside the event space.
- Onsite cooking is only allowed outside, and to be approved by management. Only outside electrical outlets may be used for food preparation needs.

_____ Initial, I agree to comply with the General Policies and Information guidelines listed above.

Decor:

The below 11 ORE policies are in place to keep our facility beautiful and your event safe.

- Glitter, rice, silly string, confetti of all types, and gel-like substances are not permitted anywhere on 11 ORE property. Fresh loose flower petals can be used anywhere on the property. Silk flower petals cannot be used any place outside but can be use inside the building. Client will need to provide ladders and extension cords. Standing on chairs is not allowed.
- Candles must be in glass containers and flame must be below edge of glass container.
- Nails, screws, staples, duct tape or any permanent marking tool cannot be used to attach decor.
- Any substance, such as cornmeal, or any item that might so harm, are not permitted to be placed on the indoor floor.
- Chinese lanterns are not permitted.

_____ Initial, I agree to comply with the Decor guidelines listed above.

Damage of Property or Loss While on Property:

A separate \$250 deposit via check or credit card authorization will be required 30 days prior to event.

- *A pre-assessment of the property will be done together with an 11 ORE manager and the Client. Should a post-events assessment reveal damage above and beyond normal wear and tear, missing or damaged 11 ORE property, or excessive trash and/or decor, 11 ORE will not return the \$250 deposit.*
- *If damage occurs, the \$250 maintenance deposit will either not be returned or drafted and the following steps will take place: 1) Client will be notified in a timely manner and invited to assess the damage themselves if possible. 2) Pictures of damage will be provided from 11 ORE to Client.*
- *In the case that damage exceed the maintenance deposit amount, Client will be provided with invoice of assessed damages and repair cost. Within 30 days of receipt of invoice, Client will provide payment for damages exceeding \$250.*
- *Client is responsible for any and all personal property brought onto 11 ORE premises. 11 ORE and its insurers shall not be liable for any damage or loss resulting therefrom.*

_____ *Initial*, I agree to comply with the Damage of Property or Loss guidelines listed above.

Day of Event:

- *Venue rental time begins at 9:00am and ends at 12am. Cleanup takes place between 11pm and 12am. Client and Client's belongings should be off premises by midnight.*
- *11 ORE provides (38) 60" round tables, (6) 8' and (2) 6' rectangular tables, (4) 32" round cocktail tables. 11 ORE also provides 300 total indoor folding chairs, and 300 outdoor folding chairs.*
- *11 ORE holds the right to give tours from 8:00am to 1:00pm on Clients event date, excluding the bride's room, if that conflicts with Clients wedding time.*
- *An 11 ORE representative will be available and on site during the entire time of the Client's event.*
- *11 ORE provides one refrigerator, one freezer, and a prep kitchen, with prep tables, one serving bar and one bar top.*
- *11 ORE provides a climate controlled indoor facility and an outdoor ceremony site.*
- *11 ORE does not provide additional foliage beyond what is already in place, Client should respect all foliage and not remove it.*
- *All indoor wooden reception chairs and tables are not to be used outdoors.*
- *Client is welcome to utilize 11 ORE indoor and outdoor sound equipment. Additional PA equipment not belonging to 11 ORE may not be used to connect to 11 ORE sound system. This refers to instruments such as guitars, etc. 11 ORE provides one indoor and one outdoor sound PA which includes one microphone, two speakers inside, one amplifier and one MP3 player auxiliary cable. 11 ORE provides a projector screen for Client.*

Client may not tie into main electrical box for band/DJ equipment or any other needs.

-
- *DJ/entertainment vendors must stop by 11:00pm.*
-

_____ *Initial*, I agree to comply with the Day of Event guidelines listed above.

Day Before Event Rental:

- *If available, Client has the option to rent the venue the day before their event for half the price. The only days available for purchase at half price are Monday, Tuesday, Wednesday, and Thursday. Check with us 30 days prior for Friday, Saturday and Sunday.*
- *The day before hall rental time begins at 12noon and ends at 9:00pm. Clean up following the events will be the responsibility of the Client, with the exception of the bathrooms, which will be cleaned by 11 ORE.*
- *Alcohol/security requirements will be the same as the event day.*
- *All food and beverages must be removed from the premises each night.*
- *Clients must be off of the premises by 9:00pm on the first night. No overnight sleeping or camping allowed on 11 ORE premises.*

_____ *Initial*, I agree to comply with the Day-Before Event Rental guidelines listed above.

Release of Liability-Indemnity:

Client agrees to indemnify and hold harmless 11 ORE, its owners, employees and agents against any and all claims, suits, or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by Client or anyone on Clients behalf, including attorney's fees and any related cost, claims, losses, injuries to persons or to property, or other cost and expenses incurred in connection with or caused by Client's use of the property, whether or not related to or caused by any defect in any building, structure, equipment, furniture or any other component of the property, and whether or not caused or alleged to be caused by negligence of 11 ORE. Client hereby waives any and all such claims on behalf of itself. Client will indemnify 11 ORE for any damages to the facility, it's fixtures or equipment which occur on the rental date, are caused by Client, or otherwise as a result of Client's use thereof.

_____ *Initial*, I agree to comply with the Release of Liability Indemnity clause listed above.

Alcohol:

- **RELEASE OF LIABILITY:** *Client agrees to hold 11 ORE, its agents, employees and officers harmless in the events of alcohol related injuries to Client attending or returning from their scheduled event.*
- *All alcoholic beverages served on 11 ORE premises must be served by a licensed and insured bartender.*
- *Cash bars are only permitted thru a licensed catering company. Open bar setups are permitted on 11 ORE property. Alcoholic beverages may not be consumed in parking lot, or to any minors on 11 ORE property.*
- *The serving of all alcoholic beverages will cease by 11:00pm without exception.*
- *Per State Law, no alcoholic beverages can be stored on 11 ORE premises.*
- *Commissioned officer(s) are required at all events where alcohol is being served. Only 11 ORE preferred security officers are permitted to perform duties on 11 ORE properties.*
- *Security begins at the time alcohol is served and ends when the last person leaves the property. Payment must be made directly to the officers or Security Officers' Company. 11 ORE is not responsible for any changes in pricing or terms.*

_____ *Initial*, I agree to comply with the Alcohol guidelines listed above.

After Events:

- *Client will be responsible for removing all decor and leftover food the night of the event.*
- *11 ORE will be responsible for the majority of the event space cleanup, including providing trash receptacles, trash bags, and restroom supplies during the events and picking up tables and chairs, sweeping, mopping, etc. after the event ends.*
- *Client is responsible for clearing off tables, putting trash in trash receptacles and removing all decor provided by Client.*

_____ *Initial*, I agree to comply with the After Events guidelines listed above.

Fee and Deposit:

- *At date of booking, 25% of total venue price is required to be put down and will count toward the entire venue price. This amount is non-refundable and is paid concurrently with the execution of this contract.*
- *Six months before event or at booking, whichever is first, 50% of the total balance should be paid and is non-refundable.*
- *Three months before the event or at booking, whichever is first, 75% of the total balance should be paid and is non-refundable.*
- *One month before the event or at booking, whichever is first, 100% of the total should be paid and is non-refundable.*

All funds paid at any time are non-refundable.

_____ *Initial*, I agree to comply with the Fee and Deposit guidelines listed above.

Cancellation of Event Date:

- *Written notice of cancellation must be received in order to process cancellation and end automatic payment process.*
- *Once written notice is received, contract cannot be regenerated. If client returns and wishes to contract with 11 ORE, a new contract must be created.*
- *If an event is cancelled within eight months of the event date, Client is liable to pay the total remaining balance.*
- *In case of an unforeseen death of bride or groom, a full refund will be extended without hesitation.*

_____ *Initial*, I agree to comply with the Cancellation of Event Date guidelines listed above.

Rescheduling of Event Date:

- *Written notice of postponement must be received in order to end automatic payments and process postponement.*
- *If original event date is postponed within eight months of event date, payments made towards original event date cannot be transferred to new event date. Original contract becomes void and a new one is created.*
- *A new date must be chosen no later than 30 days after written notice of postponement is received.*

- *If the original date is more than eight months in the future, the new date selected must be no more than 15 months in the future from the date the written notice is received if payments already made are to transfer to the new date.*
- *If all above clauses are met, then a date can only be rescheduled one time.*
- *A \$35 processing fee will be assessed on any returned checked.*
- *Payments due date: Each payment is due by the 5th of the applicable month.*
- *Failure to receive payment at the appropriate due date will result in forfeiture of all contractual rights. Before cancellation, 11 ORE will provide written notice to Client. If no response is received within 48 hours from the Client, the contract will be cancelled.*

_____ *Initial*, I agree to comply with the Rescheduling of Event Date guidelines listed above.

Eleven Oaks Ranch

PAYMENT INFORMATION AND SCHEDULE

CONTRACT AMOUNT: \$

DEPOSIT AMOUNT: \$

REMAINING AMOUNT: \$

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PAYMENT INSTALLMENT SCHEDULE

DATE	AMOUNT

Authorization / Signatures:

I certify that I am an authorized representative of the Client, that I am authorized to enter into the agreement on behalf of the Client, and that I agree to, understand and accept the terms set forth in this contract.

Client Print

Client Signature

Date: _____

11 ORE Representative Print

11 ORE Representative Signature

Date: _____