



Welcome to our home, where hospitality isn't a job but a way of life. A venue built by the hands of friendship and you become family! Let us entertain you and your guest.

Events take place in a day, but memories last a lifetime!

Prices below based on Wedding 200 and under / Max Capacity 600 and up

Based on bookings September 2020- March 2021

All Events Run no Later than 10PM

**Venue is Closed May-August*

**Summer exceptions, Smaller groups for cottage, 20 guests and under (3 Hours \$800)*

All Rentals include

Exclusive use of Event Space for the duration of rental period; this includes time of event set-up and break down

Day of Venue Assistances

(200) White Folding Padded Reception Chairs

(100) Seated - Planation Styled Tree Line for an elegant Ceremony Including Sliding Wood Doors and Wedding Gazebo – W/ Options of 6 other Ceremony Sites

(24) 60" Round Tables

(24) Assortment of Table Linen colors to match any theme

Vintage Victorian Couches to create the perfect photo opps and Instagram worthy posts

(2) Hand Crafted Wooden Bars

(3) Hand Crafted Wooden High top Tables

Hand Crafted Wooden Buffet Table

Hand Crafted Farmhouse Tables available

A Perfect Open Reception Area Decorated with 5, 4 foot Chandeliers, and Beautiful 8x8 Rough Cut Wood Columns

Whitewashed Wine Barrel w/ Glass top - Cake Table

Movable Barn Door Back drop

Access to Décor Prop Shed

Giant Jenga

Edson Styled Market Lighting over various locations

Use of Property for Engagement Pictures (photographer not included)

Air-Conditioned Restrooms

3 Room Elegant French County Inspired Bridal Cottage
(Distances away from Grooms studio to ensure not being seen)

Vintage Ralph Lauren Inspired Grooms Lounge

2 Safety Attendants

Rolls-Royce Golf Cart

1 Hour Rehearsal By Appointment for Bridal Party Only

Event Insurance in the Bride and Grooms Name

Time Line Set-Up Assistance

Monday- Thursday \$3,500

1 Hour Bridal Cottage

5 Hour Event

Friday / Sunday \$5,500

2 Hour Bridal Cottage

5 Hour Event

Saturday Rental \$7,000

In addition to first page

5 Hour Event

Fire Pit / Wood / Attendant

Snacks for Holding Room / Groom Studio

Bridal Cottage Ready Package (Starting at 10AM)

Bridal Cottage Package Additional \$500 (Included in Saturday Rental)

Take full advantage of the Bridal Cottage! Relax in your Pjs while enjoying an assortment of Fresh Juices, and your choice of complimentary Morning Bites and Afternoon Snacks to fill your tummy. Starting your day off right while getting ready with us! Up to 10 People.

Assortment of Fresh Juice and Bottled Water

Morning Bites

Available Discounts

-\$250 Pay In Full

-\$250 Military Discount

-350 No Ceremony (Reception Only)

-\$200 Adult Only Event (No kids under 6)

Venue Assistance Explained

-Wedding Day Prep 30 days /two weeks prior to wedding we meet with Client to understand wedding day preferences and plans. We work alongside clients chosen planner (if have one) or friends / family assigned to help set up to create and set up Décor for wedding. A timeline and rehearsal line-up will be created with Day of Coordinator. We create a list of everyone involved, The Client will need to provide a point person in charge of set-up and breakdown. At this time a Rehearsal day and time will be schedule for the wedding party only, and the Venue Assistant will handle the rehearsal, if there is no hired on coordinator.

-Before the Wedding, The Venue Assistant handles everything pertaining to the Venue, such as security, timeline, trash, Table placement, chair placement, and linen placement. The Venue Assistant will also make sure to get the set-up team provided by client out to the ceremony tree line to set up. The Venue does not handle table scapes, décor and set up. If all duties are finished with the Venue, we will assist in set up. If the client wishes to hang silks, décor, flowers from gazebo a professional with insurance must be hired or the Venue assistant can assist. Client is not allowed on any ladder.

-Ceremony, the Venue Assistant will ensure all elements of service proceed as planned, we make sure all guests are seated in a timely manner and the wedding party is directed to their correct places. The Venue Assistant will arrange when bridal party is load onto people mover and when the bride will proceed to Ceremony on golf cart. We also confirm the music cues, props and progress of the ceremony is on point.

-Reception, Once the ceremony is complete, we will direct all guests to the Reception. Make sure the Client is driven on Golf cart to desired places for Pictures. We continue to keep the timeline in order with all Vendors. Venue Assistant will stay in contact with Vendors, such as DJ, Catering, Photographers to ensure time-line completion.

-After Wedding, Venue will assist planner or wedding party / break down team in cleanup 15 minutes prior to last song. **Client is responsible for the breakdown** of all décor and everything must be removed from premise by 11:00 unless pre-arranged. Post Ceremony Venue will remove all décor from ceremony and bring up to the reception area to be taken at the end of the night. Venue will be in charge of Linens, folding chairs, folding tables, taking out trash, bring all furniture into covered pavilion, and blowing off reception area.

5 Step Payment Plan

Deposit

\$1,500

30 Days After

40% Down

3 Months After

30% Down

3 Months After

30% Down

45/30 Days Prior to event

\$250 Refundable Deposit (Not Included in Price)

Curtesy Payment Plan Based off one year or more, subject to change if booked with less than a year.

Any bookings with less than 4 Months %50 down.

All Payments are nonrefundable, except for the \$250 Breakage deposit if no charges

Apply. All Events must be paid in full minimum 2 months prior.

Customize Your Rental

Extended Hours \$150.00

Fire Pitt / Wood / Attendant *(Included on Saturdays)* \$150.00

Bridal Cottage Package with Extended Hours *(Included on Saturdays)* \$500.00

Barn Silks \$900.00

Valet: \$300 and Up

Event Chairs

White Garden Folding \$4.00

Napkins

Polyester \$1.50

Table Clothes 60 inch round / 6 ft long

Polyester White, Ivory, Black or Navy Blue \$11.00

Polyester Other Colors* \$13.00

Sequin (Gold, Silver or Blush) \$57.00

Pintuck \$20.00

Rosetta / Sequin \$55.00

Lamour \$20

Burlap \$17.00

We require final quantities two weeks before event date

Please Read Venue Details & Frequently asked questions

- *No glass cups or glass bottles for bar service, **must be disposable.***
- *Refundable deposit & Add on payments must be turned in no later than 2 weeks before event, at final meeting to discuss... time line of event, cleaning check list, Vendor Check list and last-minute questions, ect.*
- *All checks payable to White Horse Ranch*
- *All night events, end no later than **10PM**, Vendors have one hour to pack and leave by 11PM*
- ***Party is responsible for Breaking down** of center pieces, decorations, etc. With the help of White Horse Ranch Staff.*
- ***Property must be left as found** (what you bring, you take)- Certain donation for prop closet are welcomed.*
- *Hanging, silks, garlands, lights higher than standard step ladder, must be hired and hung by an **insured company**. Not by event/ wedding party itself.*
- *No glitter or confetti may be used, or freely sprinkled on tables.*
- *If the flower girl is throwing flowers, pedals must be insured they are horse and animal friendly. No fake thrown pedals allowed.*
- *Yes, you may have a **sparkler exit**. Please let us know ahead of time of you plan to use sparklers. We will handle water*
- *Yes, you may use candles, flame must be contained with tall vase or in water. **Cannot be open flame.***

Catering / Bar Guidelines.

- *White Horse Ranch **MUST** be **additionally insured** by bar service and catering. Failure of Vendor to do so may cause vendor not allowed to be on property.*
- *Catering Company and Bar Service must be **approved** by WHR and agreement must be signed with Venue **before client books catering**. (If new to the Venue)*
- *Catering Company and Bar service must sign and **turn in vendor agreement** and insurance **before booking** with client.*
- *Catering Company must be provided by a professional company or restaurant, Food may not be dropped off, unless under 50 people and pre approved. Company / servers must stay for duration of food being served and provide acceptable staffing for set up and clean up.*
- *Kegs are allowed only 1 per 150 people.*

White Horse Ranch Venue

Bartending Service and Agreement

- Commercial liability insurance needs to be in place at the appropriate levels for the size of the event being held. **White Horse Ranch needs to be additionally insured by Bar Vendor. 5718 Yates Road Lakeland Fl 33811, Michelle Stagner w/ White Horse Ranch LLC**
- All deliveries and set ups may only occur during the time the client has rented the facility for the event. Unless approved otherwise.
- Absolutely **no smoking** in any areas other than the designated smoking area, (fire Pit area).
- Any alcohol remaining may not leave with any guest or client same night of the event. Any **unopened or open alcohol left over** must be left with WHR for next day pick up or must leave with Vendor for **next day pick up**.
- No dumping of any kind with the exception of ice or water in proper drains and not on grass.
- Extension cords must be provided by bar service, if needed.
- Kitchen areas in Bridal Suites, Grooms Quarters, or Caretakers Home are off limits for use.
- Last call will be no later than **twenty minutes prior to last song**.
- Bar is prohibited from severing alcohol prior to Wedding Ceremony or Event Scheduled time approved by WHR Manager.
- Due to Horses, All glassware must be **disposable plastic**. Glass bottles prohibited. If glass, please pour into cup.
- We are **a no shot facility**. Bar will be asked to not pour shots to ensure responsible drinking.
- It is strictly prohibited for the bar service representative to leave the grounds prior to checking in and receiving clearance by the Coordinator White Horse Ranch Manager on duty. Failure to check in with both parties prior to departure will result in the client not receiving any portion of their damage deposit.
- **I.D checks strictly enforced.**

Bar Company Signature

Print Bar Company Name

Date

Beginning and End date of Insurance with WHR as certificate holder

White Horse Ranch Venue

Catering Service and Agreement

- Company must be **licensed by Florida State** and a copy of current license needs to be on file with White Horse Ranch a minimum of four weeks prior to event.
- Commercial liability insurance needs to be in place at the appropriate levels for the size of the event being catered, White Horse Ranch LLC and Michelle Stagner need to be **additionally insured** and a copy must be turned into the Venue minimum four weeks prior to event.
- White Horse Ranch **does not allow food to be dropped off** for events with 50 or more guests. Catering company must set up and stay for the duration of food service and clean area as needed. Unless **pre-approved**.
- Catering company must provide server to **clear floor after dinner service** of dirty plates.
- All deliveries set ups and rentals may only occur during the time the client has rented the facility for the event. Unless pre-arranged by Venue.
- ALL trash in catering area and left-over food **must be removed from the grounds** by the caterer or assigned help designated by the event coordinator, client or caterer. There is no onsite dumpster. WHR will take care of trash in Venue area caused by guests.
- Preparation areas, surfaces, and flooring **must be cleaned thoroughly**. These areas should be left as clean as they were found prior to start of event.
- **Absolutely no smoking** in any areas other than the designated smoking area. (Fire Pit)
- **No dumping of any kind** with the exception of ice or water in proper drains. You may rinse dishes or rentals as needed but do not wash with soap.
- Extension cords must be provided by caterer. Food trucks and trailers must provide their own source of power, if extra needed.
- Kitchen areas in Bridal Suites, Grooms Quarters, or Caretakers Home are **off limits for use**.
- **Last call** will be no later than 9:30 PM, or 30 minutes prior to event strike time.
- It is strictly prohibited for the caterer representative to leave the grounds prior to **checking in** and receiving clearance by the Coordinator and White Horse Ranch Manager on duty. Failure to check in with both parties prior to departure will result in the client not receiving any portion of their **damage deposit**.

Caterer Signature

Catering Company

Date

Insurance w/ WHR Additionally Insured Begin and End Date