

Rick's Place at Bryan Cattle Co.

33904 E 111th St S. Coweta, OK 74429

Reservations:

A fifty percent (50%) deposit of the base rate is required to hold a date for your event. The balance is due no less than 60 days prior to the event. **All Deposits are Non-Refundable.**

All payments must be made by the specified due dates or by the event (if arranged ahead of time) or all deposits will be forfeited and event deemed cancelled.

Damage/Cleaning Deposit:

A refundable deposit of \$500 is required no later than three weeks prior to the event (this check or credit card will be deposited or charged).

The deposit shall be applied to any damage you or your guests may cause or breach of this Agreement.

Additionally, a portion or all of the deposit will be retained for failure to have vacated the property at the designated time (this includes removing all decorations and rented items)-Rented items are not to be left for later pickup; they are to be removed at the end of the event.

Event time is determined by the scheduled time and not when you or your party arrives. Schedules are coordinated with other activities and events, so scheduled times must be followed.

Additional time may be available at a cost of \$75 per hour (after midnight there is a 1 hour maximum). Additional time must be arranged previously and all deliveries and set up shall be done within your specified time. This includes florists, cake, rentals, etc. Please inform all vendors, ministers, etc. of the scheduled time to arrive. The damage deposit will be returned within one week of your event.

Any breach of the following will cause you to forfeit all or a portion of your damage deposit:

- Pets are not allowed
- No permanent or temporary fasteners may be used to hang anything
- **No Fireworks** of any kind (sparklers are permitted)
- No **real** candles
- No fires in fireplace. Fires are allowed in fire pits outdoors.
- No confetti
 - Bubbles and sparklers are acceptable outside
 - Flower girls may drop silk or other artificial petals in the building~ no real petals indoors
 - Flower girls may drop real petals outdoors ~ no artificial petals outdoors. *All petals must be picked up by wedding party*
- Any damage to the grounds or facility
- Excessive clean up of grounds or facility

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Alcohol:

Alcohol is permitted along with a bar to serve drinks. No beer bottles are allowed. If alcohol is served **Special Event Host Liquor Liability Insurance ** will be required. Additional documentation available upon request.

Smoking:

Smoking is allowed in Designated Areas only. Smoking is **NOT** allowed indoors.

Catering:

Outdoor catering is allowed.

Cleaning Responsibility of the Party:

- All trash bagged and placed in containers provided outside
- All chairs are to be folded/stacked and placed on top of tables (8 chairs per table)
- All floors swept
- All trash picked up from grounds (inside and outside), this includes cigarettes
- All spills mopped, wiped or cleaned up
- Cleaning crew may be used for a prearranged fee

Cancellation Policy:

Reservation Fees are non-refundable. Event cancellation must be made no later than 60 days prior to wedding/event. Cancellations made later than 60 days prior to wedding/event will result in forfeiture of all monies paid.

Postponements and Date Changes:

All changes must be made in writing no less than 60 days prior to event and subject to availability.

Rehearsal:

A one-hour rehearsal, normally on the Thursday before your event, is included.

Friday weddings will rehearse from 5pm-6pm, Saturday's 6pm-7pm, and Sunday's 7pm-8pm.

Keep in mind; we will schedule multiple rehearsals in an evening back-to-back, so designated times must be strictly followed. Please inform ALL of your wedding party

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so they do not show up early and are prepared to rehearse and vacate the building and outdoor area. If your rehearsal begins late, it will still end at the designated time.

Agreements of the Rental Party:

Event prices include 300 white folding chairs (indoor use only, these chairs may not be taken outdoors). Also included are thirty (30) 60” round tables (each table can hold 8-10 chairs) and three 6 ft rectangular tables. We will set out the number of tables and chairs per your request. Unless you have pre-arranged for our cleanup crew to clean, you will be responsible for clean up. A garbage receptacle and liners are provided. Bring any towels or cleaning rags you believe you may need. We have a cleanup crew, should you choose in advance to include that in your event budget (\$500).

We do offer an additional 300 white folding chairs for outdoor use only. There is an additional fee for use of these chairs. Would you like to add the additional chairs to your event:

100 chairs/\$100

200 chairs/\$200

300 chairs/\$300

~We do not provide a parking attendant so you should assign someone to direct cars especially those who need the handicap access.

~Well behaved children are always welcome at Rick’s Place and must be supervised by adults at all times and must not be allowed to run around unattended.

Rick’s Place at Bryan Cattle Co. shall not be held responsible for any loss, stolen, missing, or damaged property incurred by you or your guest.

Guests agree to release and hold Rick’s Place at Bryan Cattle Co. harmless, including any attorney fees and costs incurred, from all claims, demands, suits or judgments from use of the building or outdoor facilities including, but not limited to any damages incurred, injury, or even death. Outdoor areas consist of grassy areas, areas with loose gravel, uneven walkways, steps, and terraced landscaping. Guests of the event party should know and understand walkways are designed with natural materials which are inconsistent. No valuables shall be left in dressing rooms and Rick’s Place at Bryan Cattle Co. is not responsible for any items lost or stolen.

Rick’s Place at Bryan Cattle Co. shall not be held responsible for inclement weather, any power failures, any equipment failure, any electrical equipment failure, which may occur prior, and during any event.

We reserve the right to make changes to any policy or procedure at any time.

We reserve the right to refuse service to anyone.

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I have read Rick's Place at Bryan Cattle Co. policy above. I understand and agree to abide by these time frames and guidelines.

Name: _____

Type of Event: _____

Phone & Email: _____

Event Date: _____ Venue Rental Time Frame: _____

Name of Bride and Groom: _____

Rehearsal Date (if wedding): _____ Rehearsal Time: _____

Address (for deposit return): _____

City, State, Zip: _____

Signature: _____

How did you hear about us? _____

Occasionally we need to contact someone from your party the days immediately following your event. We make every effort to not disturb the bride and groom . Please provide the name and contact info of whom you wish us to contact in that event.

Total amount of event: \$ _____

Pd \$ _____ Balance Due \$ _____ Date Balance Due _____

Damage Deposit Due _____ in the amount of \$500

Thank You!

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