

# Ranch Austin Rental Agreement

Rental Date: \_\_\_\_\_ Event Type: \_\_\_\_\_

Rental Hours \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

All events at Ranch Austin must end no later than 11:00pm. At end of event, all vendors, guests and Licensee(s) have approximately (1) hour for break down and removal of personal items, decorations, etc. If Ranch Austin has not been fully vacated by all, prior to 11:59pm, Licensee will be charged \$750.00 per hour with a minimum of one hour.

Total Rental Fee \$ \_\_\_\_\_ Approximate Guest Count: \_\_\_\_\_

This Agreement is made on \_\_\_\_\_ by and between Ranch Austin, (the "Licensor"),  
and \_\_\_\_\_ ("Licensee(s)").

(A) 50% of the rental fee, \$ \_\_\_\_\_, is due upon signing of this rental agreement. This initial deposit reserves the event date and is nonrefundable 24 hours following the signing of this agreement. Cancellation on behalf of the Licensee(s) of event will not result in a partial or full refund.

(B) The remaining balance, \$ \_\_\_\_\_, is due in full, ninety (90) days prior to the event. If payment has not been received by Ranch Austin eighty (80) days prior to the event, the event is considered canceled without further notice. Cancellation on behalf of the Licensee(s) of event will not result in a partial or full refund.

## Agreements and Ranch Austin Policies

### **REQUIRED**

- Ranch Austin Rental Inclusions
- Ranch Austin Rules & Regulations
- Ranch Austin Damage Deposit Policy
- Ranch Austin Alcohol & Distribution Policy
- Hold Harmless and Legal Disclosures
- Credit Card Form
- Approved Vendor List

### **NOT REQUIRED If vendor is on RA Preferred List**

- Catering and Bartending Agreement
- DJ and Band Agreement

Upon the terms and conditions herein and in consideration for the policies and agreements contained herein, the parties agree as follows: Licensee(s) hereby covenants and agrees to pay Ranch Austin as outlined in this agreement. Ranch Austin hereby grants unto Licensee(s) the limited right to use the "event" portions of that certain real property located at 10313B Circle Dr., Austin TX 78736 on the date listed.

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Ranch Austin Owner

# Ranch Austin Rental Agreement

## Ranch Austin Rental Inclusions

### INCLUDED WITH RENTAL

- (200) Mahogany folding chairs
- (20) 60" Round tables (takes 120" linen for floor length)
- (6) 30" Cocktail tables (takes 120" linen for floor length/tie back)
- (4) 30" x 72" Rectangle tables
- (2) 30" x 96" Rectangle table

**(1) Two-hour wedding portrait session. (Monday-Thursday)** \*Must be arranged with Ranch Austin representative two weeks prior to the session. Ranch Austin will only allow photo sessions by appointment only.

**(1) One-hour wedding rehearsal/walk through.** Rehearsals must be scheduled on a day prior to the event and cannot be scheduled until 15 days prior to your event. If an event is scheduled at Ranch Austin the day of your rehearsal, you will have to arrange another time or earlier time in that day. No food or beverages can be consumed at this time. This time is for the rehearsal/ "walk through" only.

**(1) Two-hour professional Post Event Clean** \*A general post event cleaning fee is included in the base rental fee. An additional cleaning fee will only be accessed if the criteria's listed in the "Ranch Austin Damage Deposit Policy" are not met.

**(1) Set up & break down of ceremony chairs** – Ranch Austin will set up ceremony chairs. If ceremony chairs are needed for reception (dinner portion) after the ceremony, the Licensee(s) or catering company is responsible for moving the chairs to the tables where needed.

**(1) Set up & break down of banquet tables and chairs indoors-** Licensee will be given a blank diagram of the venue 90 days prior to the event. 24 hours prior to the event, licensee is required to submit the diagram to Ranch Austin with location and quantity of tables/ chairs to set up. If diagram is not given to licensee 24 hours prior to event, set up of tables and chairs will be the responsibility of the licensee. Ranch Austin will only set up the tables and chairs (1) time. Change of weather or of the mind will not result in Ranch Austin moving the tables and chairs once they have been placed out. Ranch Austin will break down our tables and chairs at end of event.

Ranch Austin does not set up third party rentals. All rentals should be removed from venue by no later than the event end time specified in the Ranch Austin Rental Agreement.

**(1) Propane tank for gas fire pit**

### NOT INCLUDED OR NOT PROVIDED BY RANCH AUSTIN

- Event Planner
- Table Linens
- Decorations or Decorating. \*Ranch Austin is not responsible for the set up or take down of personal decorations.
- Use of Ladder, extension cords, power strip, or tools
- Food, Alcohol or Beverages
- Fans or Misters
- Floral Arrangements
- Ice
- Tent(s)
- Outdoor Heaters

LICENSEE(S) AGREE(S) TO THE TERMS ABOVE FOR THE EVENT ON: \_\_\_\_\_

Date Signed: \_\_\_\_\_

X \_\_\_\_\_  
Licensee Signature

X \_\_\_\_\_  
Licensee Signature

# Ranch Austin Rental Agreement

## Ranch Austin Rules & Regulations

- ❖ No defacing or climbing on any structures. Guests who do not respect the grounds or the premises will be required to leave Ranch Austin.
- ❖ Absolutely no preparation of any sort over the gas fire pit including s'mores, hot dogs or other food items.
- ❖ An adult must accompany children under the age of 12 years at all times.
- ❖ The use of skateboards, roller skates/blades, bicycles, hoverboards, etc. is prohibited at Ranch Austin.
- ❖ All landscaping, flowers and plants that are part of the premises are not to be removed.
- ❖ The use of rice, confetti, bird seed, artificial snow, etc. is prohibited at Ranch Austin.
- ❖ Sparklers and professional firework displays are permitted.
- ❖ Ranch Austin does not permit the affixing of anything to the walls, floor or ceiling of the event center with nails, staples, tape or other substances, unless Ranch Austin gives written prior approval. Floral tape & command hooks are acceptable.
- ❖ Ranch Austin requires that all outdoor music is off by 10:30 pm.
- ❖ Smoking is strictly prohibited indoors at Ranch Austin and within 15 ft. of the buildings.
- ❖ Licensee(s) is/are responsible for ensuring that all set-ups, including decorating, entertainment, deliveries, etc., occur during the term specified in the Rental Agreement. Any time required outside of stipulated hours will be denied unless prior arrangements have been made with a Ranch Austin representative.
- ❖ Ranch Austin does not supply ladders. In the event that Licensee(s) and/or hired vendors require the use of a ladder, the Licensee(s) and/or hired vendor must provide their own ladder.
- ❖ Third party vendors are currently permitted at Ranch Austin. Ranch Austin requires prior approval of all third party vendors. All vendors hired to work at Ranch Austin are required to have their own liability insurance. Proof of insurance must be submitted to Ranch Austin 30 days prior to the event. Ranch Austin must be named as an Additional Insured on the vendor's insurance policy. Licensee is responsible for the actions of all third party vendors. Failure to provide insurance will result in the vendor being denied access to the property.

**Ranch Austin reserves the right to cancel or terminate the event if rules and requirements are not followed by Licensee(s), guests or vendors hired by licensee. No refund will be granted.**

LICENSEE(S) AGREES TO THE TERMS ABOVE FOR THE EVENT ON: \_\_\_\_\_

Date Signed: \_\_\_\_\_

X \_\_\_\_\_  
Licensee Signature

X \_\_\_\_\_  
Licensee Signature

# Ranch Austin Rental Agreement

## Ranch Austin Damage Deposit Policy

DAMAGE DEPOSIT AMOUNT: **\$750.00**

The amount listed above will be drafted from your credit card on file 48 hours prior to the event. This amount is separate from the rental total. The DAMAGE DEPOSIT will be refunded within 7-10 business days. (Unfortunately, this is the timeframe that the merchant service requires to process the refund)

### **100% of the deposit will be refunded if the following items are met in the sole opinion of Ranch Austin.**

- A) No damage to the event center or personal property was incurred, including but not limited to all structures on property, surrounding property, patios, parking lot and landscaping.
- B) Event center and surrounding property are left in the same condition as found upon initial arrival on event date.
- C) All guests and vendors have exited the property at the time listed in the rental agreement.
- D) All outstanding fees incurred by Licensee as specified herein are fully paid.

### **FEES WILL BE DEDUCTED FROM SECURITY/DAMAGE DEPOSIT IF THE FOLLOWING OCCURS**

- A) Damages to the property has occurred.
- B) Damage to Ranch Austin chairs, tables and or any personal items of Ranch Austin has occurred.
- C) All vendors or guests have not exited the venue at the time specified in the agreement.
- D) All vendors hired to work at Ranch Austin have not submitted their GL insurance policy.

### **FEES WILL BE CHARGED ACCORDINGLY:**

- 1) Additional cleaning required of building: **\$75.00 per hour**

With every rental, Ranch Austin includes a general cleaning post event. Under "normal" conditions, the cleaning requires 2 hours with 2 people with a professional cleaning company. If Ranch Austin is invoiced for over 2 hours of cleaning time, you will be charged the difference.

- 2) Licensee hired vendor with no GL insurance on file prior to the event: **\$500.00 fee**

This fee will be imposed ONLY if licensee hires vendors without insurance to work at Ranch Austin.

- 3) Rental Time Overage: **\$750 per hour**

If ALL guests and vendors have not exited the property by the time specified in the rental agreement, licensee will be charged per hour with a minimum of one hour.

\*If total fees incurred is greater than the security deposit Licensee will be responsible to pay the total balance of all damages incurred.

LICENSEE(S) AGREE(S) TO THE TERMS ABOVE FOR THE EVENT ON: \_\_\_\_\_

Date Signed: \_\_\_\_\_

X \_\_\_\_\_  
Licensee Signature

X \_\_\_\_\_  
Licensee Signature

# Ranch Austin Rental Agreement

## Ranch Austin Alcohol & Distribution Policy

Licensees may purchase alcohol and have it delivered to Ranch Austin on the day of the event. All Texas Alcoholic Beverage Commission (TABC) laws must be followed while on the premises.

If alcohol is being served at Ranch Austin, licensees' (your) catering company will be required to provide licensed bartender(s) and set ups to serve all alcoholic beverages.

If licensees' catering company does not provide bartending services, license will be required to hire a bartending service company.

NOTE: The bartending service you hire cannot be an individual (even if they are TABC certified). The service must be provided by a legitimate company with insurance and license to serve alcohol.

After start of event, no more alcohol can be delivered or dropped off, meaning, no beer/alcohol runs during the event. At the conclusion of the event, all remaining alcohol is to be boxed up, sealed and transferred to one individual designated by the licensee(s), prior to the event. Guests are prohibited from bringing alcohol on Ranch Austin premises. If Ranch Austin observes guest(s) bringing in alcohol from their vehicle(s) and/or consuming alcohol in their vehicle(s), they will be asked to refrain from this activity.

No one under the age of 21 is permitted to consume alcohol on the property. Anyone under the age of 21 consuming alcohol on the property will be escorted with their guardian (if applicable) off the property.

Licensee(s) agrees to follow and uphold any changes to Ranch Austin policy on alcoholic beverages resulting from changes in county and/or state law. Any violation of the above agreement will result in possible termination of the event without refund.

**All alcohol being served must end no later than 11:00PM.**

LICENSEE(S) AGREES TO THE TERMS ABOVE FOR THE EVENT ON: \_\_\_\_\_

Date Signed: \_\_\_\_\_

X \_\_\_\_\_  
Licensee Signature

X \_\_\_\_\_  
Licensee Signature

# Ranch Austin Rental Agreement

## Hold Harmless and Legal Disclosures

### Hold Harmless

It is agreed that the licensee shall indemnify, save and hold harmless, Ranch Austin, from any claim, demand, suit, liability, or cost arising out of this Agreement or out of the use of the premises by Licensee or any of Licensee's guests, invitees, employees, contractors or others associated with the event. Licensee agrees to indemnify and hold Ranch Austin, it's officers, agents, and employees harmless of, and from, any, and all claims, demands, suits and liabilities, including costs and attorney's fees, to which Ranch Austin may be subjected by reason of, or in, connection with any such proceedings arising out of the conduct or omissions of any attendee of Licensee or damage to equipment or property of Licensee or its attendees.

### Use

The premises may only be used for the purpose described in the Agreement and Licensee shall not permit the premises or any part thereof to be used for: (a) the conduct of any offensive, dangerous activity; (b) any act that would increase the premiums for fire insurance on the premises; (c) anything which is against public or Licensor's regulations or rules or any public authority at any time applicable to the Premises; or (d) any purpose or in any manner which will obstruct, interfere with, or infringe on the rights of other tenants of adjoining property.

### Law Observance

Licensee shall comply with all laws of the United States, and of the State of Texas, Travis County, and all other applicable laws, and will obtain and pay for all necessary permits and licenses, and will not do, nor allow to be done, anything on the Premises during the term of this Agreement in violation of any such laws, ordinances, rules or requirements. This Agreement shall be interpreted under the laws of the State of Texas.

### Applicability of Rules

Licensee agrees to abide by the Rules, Terms & Conditions, in connection with its use of the Premises. Any exceptions to the Rules, Terms & Conditions must be granted by the Licensor in writing in advance. Licensor reserves the right to cancel the event if the Rules, Terms, and Conditions are not met by Licensee prior to or during the event.

### Attorney's Fees

In the event the Licensor requires the services of an attorney to pursue any of the remedies available under this Agreement against the Licensee, including the filing of a lawsuit and Licensee is determined by a court of competent jurisdiction to be in default hereunder, the Licensee shall pay all costs and expenses, including, but not limited to, reasonable attorney's fees, incurred by the Licensor in the enforcement of this Agreement.

### Entireties

Should any clause, paragraph, sentence or section of this Agreement be determined to be void, illegal or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall not be rendered void and unenforceable as a result but rather shall remain in full force and effect.

### Parking

Self -parking is available at designated areas and Ranch Austin will assume no liability for any loss or damage to vehicles or possessions left in vehicles. There is room for approximately 90-100 standard vehicles and 2 handicapped vehicles and 3 buses at Ranch Austin

### Personal Property

Ranch Austin reserves the right to dispose of any materials or personal property left at the property after the conclusion of the event. Licensee waives any claim against Ranch Austin for such disposition.

Ranch Austin will not assume responsibility for the damage or loss of any merchandise or articles left in the premises during or following your event.

Ranch Austin reserves the right to cancel the event any time prior to the event due to circumstance out of their control such as but not limited to fire, destruction, accidents, acts of God, legal issues.

LICENSEE(S) AGREES TO THE TERMS ABOVE FOR THE EVENT ON: \_\_\_\_\_

Date Signed: \_\_\_\_\_

X \_\_\_\_\_  
Licensee Signature

X \_\_\_\_\_  
Licensee Signature

# Ranch Austin Rental Agreement

**Please give this info to your catering company when requesting a bid. They need to know this information before giving you a completed bid.**

Must be signed & returned with copy of GL Liability insurance, 30 days prior to event.

**\*\*\*\*\*This agreement is NOT required if Licensee hires vendors from RA "Approved Vendor" list\*\*\*\*\***

This agreement is made directly between Ranch Austin and \_\_\_\_\_, in reference to the event at Ranch Austin on \_\_\_\_\_ (Event Date) \_\_\_\_\_ (Catering and Bartending Company)

This agreement must be signed and returned 30 Days prior to the event. If hired catering company is not providing the bartending for the event, both the catering and bartending company will be required to complete this agreement separately.

## **CATERING AND BARTENDING RULES AND REGULATIONS AT RANCH AUSTIN**

- Catering and bartending company agree to sign in/out with Ranch Austin representative on day of event. Upon arrival, call/text 512-839-1911 to complete the required pre-event facility inspection.
- Catering and bartending company is required to provide adequate staffing (no less than 2 people) to bus tables/clean up trash, keep the venue in a clean/tidy manner for the **entire duration** of the event. Most of our events end at 12 Midnight.
- In the event that RA chairs are used for the wedding ceremony and need to be placed at the table following the ceremony, the catering staff will be responsible for flipping of the chairs.
- Catering may be called upon to empty trash cans in bathrooms if they become overflowing during the course of the night.
- Catering and bartending company is required to provide all dishes, glassware, flatware, etc. and remove at the end of the event.
- Catering and Bartending company is required to provide all ice and drinking water for guests. At minimum, drinking water is required to be available for guests upon first arrival. RA has a refrigerator (23 cf) and freezer (5 cf) in catering prep kitchen.
- Catering and Bartending company is required to have staff dressed appropriately and arrive no less than 1 hour prior to event start time.
- Catering and Bartending company is required to provide an adequate amount of heavy duty (55 gallon) trash bags for the event and is responsible to haul all event trash to the onsite dumpster provided by Ranch Austin.
- Catering and Bartending company is responsible to sweep out main areas of venue and remove all visible debris at the conclusion of the event.
- Catering will be required to place all tables/chairs back in the storage area (inside/outside) unless otherwise told they can leave them where they are. At that time, the chairs will still need to be folded/stacked on top of each table so that cleaning crew can clean in an efficient manner. Ranch Austin has dolly's to accommodate transporting of tables & chairs to the appropriate storage area.
- Catering prep area is to be returned in the same condition as when arrived. All prep tables and sink must be wiped clean at end of event by catering company.
- Catering and Bartending company will be responsible to clean up any spills, bodily fluids or "accidents" created by guest or staffing during the duration of the event.
- Catering and Bartending company will be responsible to carry and provide a GL insurance certificates 30 days prior to event.

Questions or comments regarding the facility should be addressed to a Ranch Austin representative prior to the event.

Email: [Info@RanchAustin.com](mailto:Info@RanchAustin.com) Office: 512-839-1911 10313 Circle Dr. Austin TX 78736

# Ranch Austin Rental Agreement

At the conclusion of the event, the catering and bartending company representative and a Ranch Austin representative will be required to complete a post-event walk through facility inspection checklist. Call/text 512-839-1911 when ready for inspection. Any damages or breach of contract will be noted at that time. Any required repairs or cleaning would be deducted from their deposit.

A \$500.00 DAMAGE/SECURITY DEPOSIT WILL BE REQUIRED FOR ALL CATERING AND BARTENDING COMPANIES OUTSIDE OF OUR APPROVED LISTS. 100% OF THIS DEPOSIT WILL BE REFUNDED IF ALL CONDITIONS ABOVE HAVE BEEN MET.

\_\_\_\_\_

Catering/Bartending Company Owner or Rep

\_\_\_\_\_

Date

LICENSEE(S) HAS READ THIS PAGE AGREES TO HIRE A CATERING/BARTENDING COMPANY THAT ADHERES TO ALL THE RULES ABOVE AND CONTAINED IN THIS AGREEMENT.

LICENSEE(S) AGREE(S) TO THE TERMS ABOVE FOR THE EVENT ON: \_\_\_\_\_

Date Signed: \_\_\_\_\_

X \_\_\_\_\_  
Licensee Signature

X \_\_\_\_\_  
Licensee Signature



# Ranch Austin Rental Agreement

**THE FOLLOWING AGREEMENT/PAGE IS ONLY REQUIRED IF YOU HIRE A DJ NOT ON OUR APPROVED VENDOR LIST.**

**THE FOLLOWING AGREEMENT/PAGE WILL BE MADE DIRECTLY BETWEEN RANCH AUSTIN AND THE DJ.**

**IT IS IMPORTANT THAT YOU UNDERSTAND THE THIRD PARTY CATERING AND BARTENDING REQUIREMENTS PRIOR TO BOOKING YOUR EVENT AT RANCH AUSTIN. FAILURE TO UNDERSTAND THESE REQUIREMENTS COULD COST YOUR PERSONAL SECURITY/DAMAGE DEPOSIT WITH RANCH AUSTIN**

**Again, the following agreement/page is NOT required if Licensee hires vendors from RA "Approved Vendor" list.**

# Ranch Austin Rental Agreement

## Third Party DJ and Band Agreement

(must be signed & returned with copy of GL Liability insurance, 30 days prior to event.)

\*\*\*\*This agreement is NOT required if Licensee hires vendors from RA "Approved Vendor" list\*\*\*\*

This agreement is made directly between Ranch Austin and \_\_\_\_\_ in reference to the event at Ranch Austin on \_\_\_\_\_ DJ/Band Company Name  
Event Date

DJ/Band Company Name: \_\_\_\_\_

Name of DJ/Band who will be onsite the day of the event. \_\_\_\_\_

Phone Number \_\_\_\_\_

### Rules and Regulations

**DJ-** All amplified outdoor music is required to be off by **11:00PM** at Ranch Austin.

All amplified outdoor music is required to be played through Ranch Austin provided speakers. Why? Our outdoor speakers are elevated such that the sound is magnified directly to the dance floor. This allows guest around the dance floor to still enjoy the music and company, without being blasted by the music. Our speakers are high end JBL 15" 3-Way Full Range Powered Loudspeaker speakers. You won't be disappointed in the quality of sound.

**BAND-** Live bands set up outside are required to be off by **9:30 PM** at Ranch Austin.

Max volume will be regulated by the RA onsite manager on duty. Failure to maintain a volume deemed acceptable by the onsite manager will result in immediate disconnection of power to equipment.

Sub Woofers are not permitted outdoors at Ranch Austin. No exceptions will be made. Definition of Subwoofer: A loudspeaker component designed to reproduce very low bass frequencies.

#### EXAMPLES OF SPEAKERS **NOT** PERMITTED AT RANCH AUSTIN



I, \_\_\_\_\_ agree to follow the rules and regulations set forth heir in this agreement. I understand failure to do so, will result in removal from Ranch Austin. I agree to be fully liable for any and all civil fines or penalties that could result in breach of this agreement.

\_\_\_\_\_  
DJ Company Owner or Rep

\_\_\_\_\_  
Date

LICENSEE(S) AGREES TO THE TERMS ABOVE FOR THE EVENT ON: \_\_\_\_\_

Date Signed: \_\_\_\_\_

X \_\_\_\_\_  
Licensee Signature

X \_\_\_\_\_  
Licensee Signature