

# Shadows Ranch Events Center

## *Contract for Wedding Reception Facility*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

This agreement entered into between Joe Sysel, Owner of Shadows Ranch, 1259 Alvarado Road, Box 595, Georgetown, CO 80444, 303 569-2026 and:

Names: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail \_\_\_\_\_

Hereby reserves the date of \_\_\_\_\_. The above mentioned parties rent the facility begins at noon and ends at 12:00 midnight for approximately \_\_\_\_\_ guests. The fee for the use of the facility will be \$3,250.00 for Saturdays, \$2,500.00 for Fridays and Sundays, and \$2,000.00 for weekdays for 2011. The entire site fee is due upon booking. If for any reason, Shadows Ranch is unable to fulfill its contractual obligation under this contract, the entire deposit will be returned with no further penalties or liabilities. This deposit allows the wedding party and their guest to occupy all parking areas, the main entry gallery, the 24' x 72' dining and dancing conservatory-greenhouse dining room, the upper and lower decks facing the private pond and river, the wedding gazebo and pond, and the bride's and groom's dressing cottages. Access to the entire grounds is limited to adults and children supervised by an adult.

The bride and groom's raft is provided exclusively for the bride and groom, no guests.

All electrical outlets on the property are available for use by the wedding parties and their vendors. The parties are welcome to inspect the locations and numbers of outlets prior to booking.

Shadows Ranch insists on only four "use" rules to make your event more worry free:

1. We allow absolutely no under-age drinking.
2. Children are not permitted to wander the grounds unsupervised by an adult. If this chronically occurs during the event, the bar will close until the situation is corrected.

**Shadows Ranch Wedding Contract**  
**Page 2 of 4.**

- 3. Positively no unauthorized liquor can be brought onto the grounds, and no opened liquor containers are allowed to leave the grounds. Unauthorized liquor will be confiscated on the spot.**
- 4. As per County law, all guest and wedding party vehicles must be parked on the grounds rather than on the County frontage road.**

**The above-mentioned party/parties entering into this agreement hold Shadows Ranch free from any and all liability or damages to any guest or vendor that may occur on the property during this event, especially if the bride and groom use the raft and/or hire the horse and carriage. The undersigned is responsible to acquire their own certificate of liability insurance. This certificate is easily obtainable from your insurance agent at no additional cost to you.**

**Wedding Staff:**

**Shadows Ranch has a professional staff that will handle all of the set-up and clean-up for you. The staff maintains the beverage station during the event, is available to the wedding party from the time they arrive until they leave. We provide one staff person for every 25 guests at \$20.00 per hour during the event. In addition also at \$20.00 per hour is one staff person for set up, grounds manicuring, and to be in attendance during the entire wedding (12 hrs.).**

**We ask that the bride (or her representative) be available to approve the set-up when she arrives at Shadows Ranch.**

**Decorations:**

**As a romance center, Shadows Ranch has no rules on the use of staples, tape or wire attachments to create decorations. Be kind, and leave the property as you found it. If lit candles are used we ask that you provide a glass base for each candle.**

**Damage or Security Deposits:**

**Shadows Ranch believes in the integrity of your guests. Therefore, we do not require a damage or security deposit. However, please be aware that you are responsible for any damage caused by your guests to the premises. Please make your other vendors aware (such as disc jockeys, carriage drivers, limousine drivers, florists, baby sitters, etc.) that this applies to them also.**

**Catering:**

**Shadows Ranch has an in-house chef that will handle all aspects of the food service. We do allow our wedding families to bring in their own appetizers for the cocktail portion of the event. In January we will begin our food tasting appointments.**

**Shadows Ranch Wedding Contract**  
**Page 3 of 4.**

We ask that you choose 3-5 entrees, sides and salads to taste. Our food costs are from \$22.00 to \$45.00 per person for the wedding. Special considerations are made if you choose two entrees, and this does not double the price. After the menu is chosen you will be billed for one-half of the total wedding costs. The balance will be due 10 days prior to the wedding when all of your RSVP's are totaled. Children 6 to 14 years of age are half price for dinner. Children 5 years and under are at no charge for dinner.

**Beverage Station:**

We have a full beverage station set up when you arrive. This includes lemonade, ice tea, ice water, regular and decaf coffee. The beverages will include the soft drinks at the bar when the wedding guests begin to arrive, and will be provided throughout the evening. The charge for this is \$4.00 per person plus 4% tax. The same discounts apply to children as above.

**Rental of Equipment:**

You are welcome to rent your wedding equipment from anyone. If you wish to rent from us the cost is \$12.00 per guest with no delivery charges. This is one-third the price of other wedding equipment rental companies in the area.

**2011 Bar Policies and Prices:**

Because we have a liquor license Shadows Ranch is responsible for set up and maintenance of all alcoholic beverages that will be served during any event. Many combinations of host bar (charged to the wedding couple as hosts) or cash bars (paid over the counter by the guests) are available. The bar type/types will be determined upon booking the event, and a deposit will be made by the couple only if they choose a host bar at that time. The deposit will be determined according to the number of guests, and the type of bar chosen. Host bars are determined by the amount of alcohol used by the guests according to the number of drinks served. Prices are quoted at the time of booking and are a permanent part of the contract.

**Budweiser and Coors Beer in Bottles \$3.00**

**Premium Beers in Bottles \$4.00**

**Wine \$7.00**

**Well Cocktails \$5.00**

**Cocktail for a premium bar \$6.00**

**Top shelf available, quote at the bar.**

The bartender fee is \$25.00 per hour while the bar is open. If there are more than 125 guests we will need an additional bar tender immediately after the ceremony for one hour.

Mixers, ice, and glassware are included in the per drink prices. No gratuity is added.

**Shadows Ranch Wedding Contract**  
**Page 4 of 4.**

**Pricing:**

All costs for the use of the facility, equipment rental, and other charges are included in this contract and will not change between the date of signature and the date of the event. If the wedding family cancel the wedding all deposits (except \$500.00) will be returned if cancelled 90 days prior to the wedding. Thereafter, the entire deposit is forfeited.

**Credit Card Policy:**

**All rewards credit cards now cost the merchant that accepts these cards 8.5% if taken over the phone. If we accept these cards and swipe them it is 5.5% surcharge to us. We apologize sincerely, but for any credit card transactions for amounts over \$500.00 these charges will be added. Please consider using only personal checks. The credit card service is available at the bar with no surcharges.**

**Shadows Ranch**

**Responsible Party**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_  
\_\_\_\_\_ 201\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_