



# ROCK LAKE RANCH EVENTS

## WEDDING POLICIES & GUIDELINES

Thank you for your interest in Rock Lake Ranch as the location for your wedding. Following is a list of our policies.

1. An initial payment of \$1,000 is due upon commitment to rent facility. \$500 of the deposit is applied toward the rental fee and \$500 is held as a security deposit that is refundable after the event if no damages have occurred. Full payment for rental is due 60 days prior to your event.
2. The Liability Waiver Release Form and Facilities Guidelines and Policies Agreement must be filled out and signed with your \$1,000 initial payment to reserve your date for the facility.
3. Prices are subject to change until the initial deposit is received and contract is signed.
4. The final guest count is due two weeks prior to your event.
5. The hours of rental for the one day Hickory Package are from 12 Noon to Midnight on Saturdays, and 12 Noon to 11 PM on Fridays, Sundays and weekdays.
6. The hours of rental for the three-day Grand Cedar Package are Friday from 8 AM to 10 PM, Saturday from 8 AM to 12 Midnight, and Sunday from 8 AM to 5PM.
7. All guests must leave by the designated closing time. For each fifteen minutes beyond, an additional charge of \$100 will be assessed.
8. All table linens and table décor must be cleared by fifteen minutes past closing time. Arrangements for any rental items to be picked up later are to be made in advance with Rock Lake Ranch management and are to be placed in the areas designated by Rock Lake Ranch by the end of the rental period.
9. All alcoholic beverages must be served by an approved TABC bartender. You are accountable for your guests' conduct. Rock Lake Ranch reserves the right to ask any guest not in compliance to leave the premises.
10. For fewer than 200 guests, one registered security officer is required. For more than 200 guests, an additional security guard is required. Security is to remain on duty from 30 minutes prior to the event until the last guest leaves.
11. No additional alcohol may be brought onto the property. No illegal drugs are allowed on the premises.
12. Smoking is allowed on the premises only in areas designated by Rock Lake Ranch.
13. Service personnel are to enter through the west service entrance and to park in the authorized employee parking areas.
14. Use of fire pit is permitted if preauthorized to use. Fire must be fully extinguished before leaving.
15. Use of propane stove is permitted if preauthorized.
16. No swimming or water activities are permitted.
17. No pets allowed in cottage or groom's room.
18. All minors must be accompanied and closely supervised by an adult.
19. No firearms allowed except for licensed security personnel.
20. No confetti, birdseed, or rice is allowed on the grounds. Candles must be in a votive container with no open flame. Sparklers, bubbles, and licensed professional fireworks displays are permitted, with preauthorization and no fire ban.
21. Parking in designated areas only.
22. No heavy equipment (cars, tractors, scissor lifts, etc.) is permitted on the sidewalks, pavilion floor, terrace, or grass.
23. No access to restricted areas is allowed.

23. A wedding consultant or coordinator is required for the day of the wedding and for a two hour consultation prior to the wedding. If you have not selected a consultant, we can provide a list of qualified wedding professionals who are familiar with Rock Lake Ranch. If you are using a consultant who has not met with us before, we ask that they meet with us in advance of the wedding date.

24. While Rock Lake Ranch works hard to successfully partner with catering and other service providers in the area, we reserve the right to restrict access to our facilities by caterers and other services which do not meet our standards.

25. Maximum capacity is 300. The enclosed capacity of the Waterfront Pavilion is 200 for banquet seating.

26. Weddings with more than 300 guests may be accommodated subject to additional fees (at a rate of \$12 per person) and approval of Rock Lake Ranch management. In this case, the client is responsible for securing all additional chairs, tables, tents, restrooms, and any other equipment necessary to accommodate the additional guests.

27. Rock Lake Ranch is not responsible for lost or stolen items. Please lock valuables in your vehicle.

**Damages:** Any damages to the facilities or excessive cleaning costs will result in the partial or total loss of your security deposit. Any additional damages will be billed to you/your organization.

**Cancellation Policy:** All cancellations must be made in writing. Because of our size, cancellations affect us significantly. Therefore, we adhere to a strict cancellation policy. The rental fee is due in its entirety 60 days prior to your event. The rental will be cancelled if the payment is not received by the required date. Cancellations made before 60 days prior to your event will result in a refund excluding your security deposit. Cancellations, regardless of the reason, made 60 days or less prior to the event will be refunded half the money paid, excluding the security deposit. Deposits are transferable to another date, subject to availability.

We look forward to helping make your wedding a total success!

The Rock Lake Ranch Team