

# MANAGER COPY

## Ranch House Contract Ransom Canyon, Texas (revised October 2010)

The Ransom Canyon Property Owners' Association (POA) and tenant (guest) enter into a rental agreement for the property called the "Ranch House" located at Box A, Ransom Canyon, Texas. The POA and the tenant agree to abide by the terms set forth in this agreement.

The terms of the agreement are for (day) \_\_\_\_\_, (month) \_\_\_\_\_, (date) \_\_\_\_\_, 20\_\_.  
Event time starting \_\_\_\_\_ am/pm and ending at \_\_\_\_\_ am/pm. Number of guests is \_\_\_\_\_. **Events must end no later than midnight and all of your belongings must be removed before 1:00 am the night of your event.**

Rental fee for the Ranch House is \_\_\_\_\_. This amount includes your rental fee, tables, chairs and cleaning. 24 round white tables at 72 inches in diameter are provided. Also provided are 12 rectangle tables. 150 white folding chairs are also provided in addition to 80 navy banquet chairs. **For an additional fee of \$500 the Ranch House can be rented the day before your event for decorating/setup purposes. Please mark here if renting the day before for the additional amount:** \_\_\_\_\_. Full amount is due by check, money order or cash ten days before a scheduled event. Your event must end at midnight with access to the building beginning at 9:00 am on the day of rental. You must have all of your items cleared from the building by 1:00 am after your event.

In the case of serving alcohol, you, the renter have the option to accept or decline security arrangements. If declining the offer of security arrangements, you the renter understand that you assume responsibility for the actions of each of your guest. Please initial here \_\_\_\_\_ if declining security arrangements. If you wish to have security it must be arranged by the manager 2 weeks prior to your event.

**In addition to the above fees, a security/damage deposit of \$300 is required at the time of booking.** This amount will be refunded within 30 days after your event if the building and property is left in good/proper condition by issuing you a check from our account. Your date will be saved and rental agreement valid only after your deposit is received and this contract is returned with required signatures. Damages or terms broken can mean your deposit will not be refunded. Your refund may be kept or partially kept due to excessive spills on the floor, paint off the walls, trash found outside (including cigarette butts), tables and chairs not wiped down properly, scratches on the floor etc. When cleaning up please refer to the list inside the kitchen.

The building will be clean and tables will be out when you arrive for your function and there will not be any cleaning done after your arrival. Cleaning touch ups of the building after you begin setting up will be your responsibility.

**You will be responsible for getting your table/chair set up chart to the Ranch House Manager ONE WEEK before your event.**

Printed Name: \_\_\_\_\_

Mailing Address for deposit check to be returned:

\_\_\_\_\_

2 phone numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of renter: \_\_\_\_\_

\_\_\_\_\_

We do have a sponsor rate of \$1000. The sponsor needs to be in good standing with the POA board and current on all dues. If you are using a sponsor for your event, they must be present at your function the entire time. They will need to fill out the information below:

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please keep back page of this agreement for your records and knowledge of rental terms. Your signature indicates that you agree to all terms on the back page.**

**Rental Terms: WE ARE A NO SMOKING BUILDING**

- Only 8 vehicles are allowed to park on the Party Island...this does not include your service vehicles or the vehicles of the bride, bride's mother or grooms mother. This also will not include any handicap vehicles that are marked. Travel trailers or motor homes are NOT allowed on Party Island. Parking is allowed outside the gate (**not blocking the gate**), on the boat ramp parking lot to the west of the gate (**do not block boat ramp or any trailers and/or vehicles**) and along the street on one side of the curb only. Please do not block any exits inside or outside the gated area.
- Maximum capacity is 250
- Guest is entitled to use of the island know as the Party Island, but excluded from the swimming pool unless prior arrangements are made with the pool manager.
- Boat privileges/lake uses are excluded from this contract and must be arranged through Ransom Canyon Police Department. (806-829-2600)
- If an event is cancelled, notify the Ranch House Manager. Your deposit will not be refunded.
- The tenant/person named on the contract is responsible for all monetary damages of the Ranch House, Party Island or any other property in Ransom Canyon caused by a guest of the tenant.
- If cleaning or repairs exceed the deposit amount of \$300, the tenant named on the contract will be billed for the balance. The tenant will be notified and the decision of the POA board is final.
- The tables and chairs provided by the Ranch House are **not allowed** to be used outside.
- Underage drinking is NOT allowed
- Outside speakers or bands must be turned off or moved inside after 10:00 pm.
- The Ranch House and Party Island must be evacuated by 1:00 am.
- **NOTHING IS ALLOWED TO BE HUNG FROM THE CEILING OR WALLS**
- No smoking inside building
- No spraying of any drinks
- No rice bags allowed...please use birdseed
- **NO CONFETTI OF ANY KIND**
- No sparklers allowed
- If wax from candles is found on the floor the tenant will NOT receive their deposit back
- Streamers, balloons, signs or other markers used for directions to the Ranch House must be removed at the end of the event
- The tenant agrees to hold Ransom Canyon POA, the Ranch House, Party Island and the City of Ransom Canyon harmless from any claims of bodily or property damage which may occur to the tenant or guest.
- If you are bringing a grill to cook on you must have permission in advance. You must also have permission to leave a trailer on the island after unloading.

Checks are to be made out to: **Ransom Canyon POA/Ranch House**

Full payment must be received 10 days prior to event.

Ron Bornick's email: [rebo@erfwireless.net](mailto:rebo@erfwireless.net)

Mail deposit/contract/full payment to:

**Ranch House Rentals**

**c/o Ron Bornick**

**87 South Lakeshore,**

**Ransom Canyon TX 79366**

**Home: (806) 745-2901**

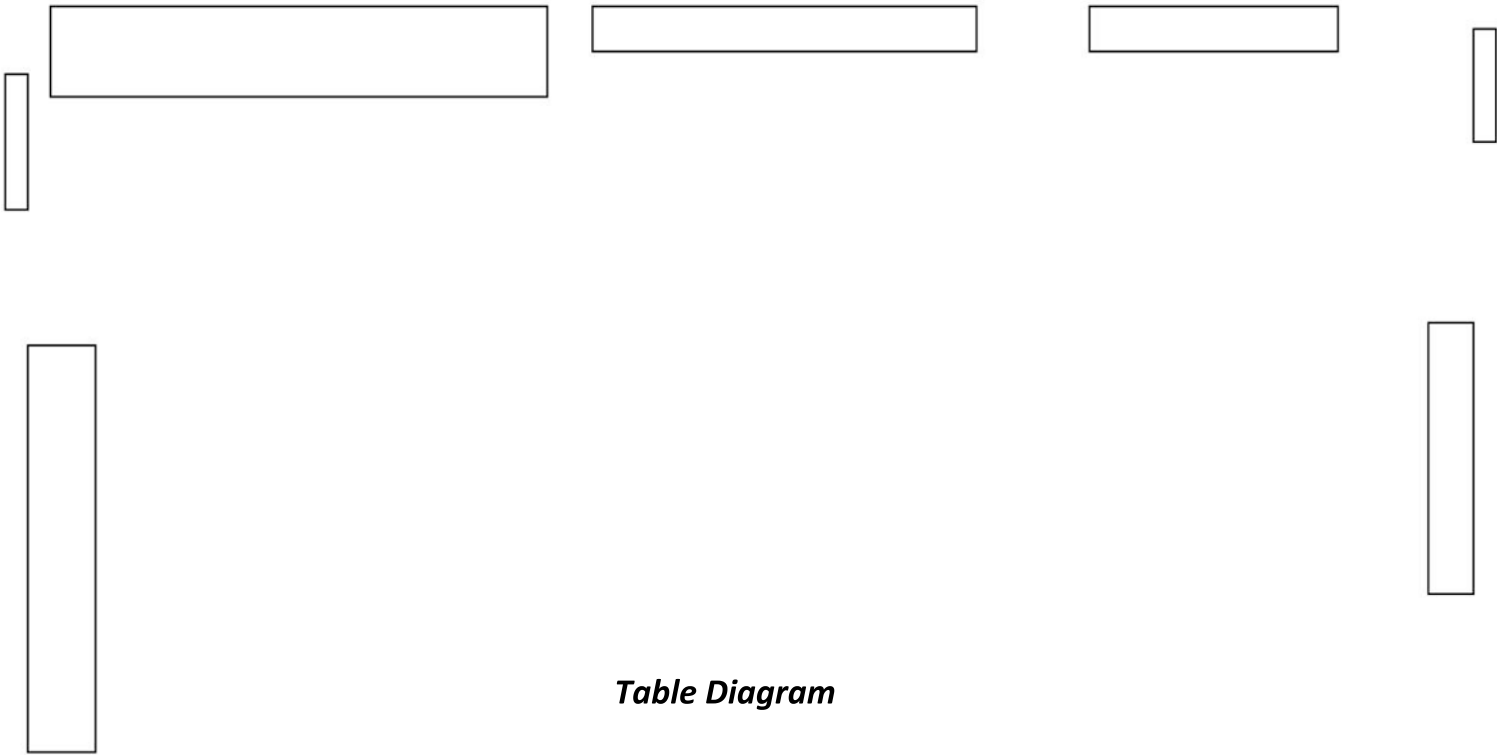
**Cell: (806) 407-0510**

When hosting an event with alcoholic beverages:

- Offer a variety of good foods to accompany beverages
- Offer non-alcoholic beverages
- Serve guests one drink at a time
- Be aware of consumption rate and quantity
- STOP SERVING alcohol one hour before anticipated end of event
- Arrange for transportation for guests who are a potential danger to themselves and others

We hope you have a fun and successful event at the Ranch House of Ransom Canyon. Please drink responsibly.

After your event you must leave the building according to the instructions posted in the kitchen. You will receive the code to access the key AFTER your event is paid in full but only 5 days in advance. You also can not receive access until the manager has the diagram for setting up tables and chairs.



*Table Diagram*

**# of chairs needed:** \_\_\_\_\_  
**Blue or White**  
**# of round tables:** \_\_\_\_\_  
**# of rectangle tables:** \_\_\_\_\_

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**RENTAL OF TABLECLOTHS: \$12.50 each**  
**90 in round \_\_\_\_\_ 9 ft rectangle \_\_\_\_\_**

**RENTAL OF WINE GLASSES: \$6.00 a dozen**  
\_\_\_\_\_ **dozen**

**Please fill out form and  
draw approximate  
placement of tables. This  
must be in the hands of the  
ranch house manager 1  
week before rental**

