



WEDDING PACKAGES TERMS AND CONDITIONS

Facility Rental Fees

All wedding facility rental fees include 10 consecutive hours of exclusive use of The Ranch anytime between the hours of 6AM and 1AM. While rates do vary seasonally (as well as for special holiday dates) standard rates for wedding season (May thru September) are:

Sunday-Friday	\$1000.00
Sunday (long weekend)	\$1200.00
Saturday	\$1500.00

Additional time for set up and access is available at cost of \$50 per hour and is subject to availability.

Deposits and Payments

A contract is considered tentative until the receipt of a signed contract, advance deposit and a credit card number to hold on file. For bookings more than one year out the deposit required is equal to the site rental fee and is non-refundable and 50% of the estimated amount is due 6 months prior to the event. For all other bookings, a deposit equal to 50% of the estimated total of the event charges is due on confirmation of the booking. The estimated balance owing on all events is due 10 business days prior to the date of the event. Following the event you will be provided with a final billing for any adjustments. Any outstanding balances are due 5 business days following the event. Accounts that have not been settled within 30 days will be charged to the credit card number on file.

Guest Count and Food & Beverage Order Requirements

Final menu selection must be confirmed 60 days prior to the event date.

A confirmed guest count must be received 15 business days prior to the event date; these numbers may be increased, to a maximum of 10% over the original confirmed guest count, up to 10 business days prior to the event date. Due to the nature of our venue, we cannot guarantee to provide service for guest numbers in excess of the final confirmed number.

Outside food or beverage with the exception of Wedding Cakes is not permitted on the premises.

As per licensing requirements, last call for alcoholic beverages is made 45 minutes prior to your event departure or 12:15am for 1:00am bar closure.

Minimum revenue requirements, before taxes, apply to all dates. These minimums vary depending on the date booked.

Minimum bar requirement is \$500.00 before taxes. Should the event not meet the minimum, an additional labour charge will be levied for the difference.



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Labour Charges

Labour charges apply for all events and are based on 15% of the pre-tax event total, not including site rental fees, or \$525.00, whichever is greater.

Security

Some events will require the services of an off duty police officer to assist with the safe coordination of traffic in the area. The need varies but is typically only required for rush hour arrivals and departures during the week or for groups of over 500 on the weekend or for those exceeding our parking maximums. The Ottawa Carleton Regional Police Service charges per hour for a minimum of 4 hours per officer required, as well as a vehicle charge per hour for a minimum 4 hours plus 5% GST.

Pricing changes, taxes and gratuities

Prices are subject to change without notice. All prices are subject to any taxes applicable at the time of the booking. *With the exception of Host Bar items, employee gratuities are optional.*

Additional Charges

Statutory holidays and New Years Eve are subject to additional labour charges.

Cancellation General

In the event of cancellation of a booking, cancellation fees will be deducted from the deposit held and any balances owing in excess of the deposit held will be charged to the credit card on file.

Cancellation fees will be based on the total estimated revenue for all food, beverage, facility, equipment and services requirements. Estimates will be based on the original booking or the most recent numbers confirmed, whichever is greater, and will be levied as follows:

72 hours prior to the event or less – 100% of the event total

10 days prior to the event - 85% of the event total

11 to 60 days prior to the event – 70% of the event total

61 to 180 days prior to the event - 60% of the event total

181 days or more prior to the event – 50% of the event total (the non-refundable deposit)

Unfortunately, we do not control Mother Nature and therefore cancellations on outdoor events, due to inclement weather, are subject to the same cancellation fees as indoor events.



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Attrition

We understand that it is not always possible to guarantee exact guest counts when first booking. To assist with this, we do allow numbers on estimated guest counts to be reduced according to the following schedule:

15 business days from the event and prior - decreases to a maximum of 15% of the original booking number will be allowed with no fees levied.

14 business days prior to the event – no decreases permitted

Note: For decreases that result in the booking becoming less than the required minimum booking size for the space allotted, additional fees will be levied to bring the event revenue up to the minimum requirement.