



CIRCLE 3 RANCH FACILITY RENTAL AGREEMENT

Event Contract is made _____ day of _____

Event Information

- Event Date _____
- Event Type _____
- Event Name _____
- Event Start Time _____
- Event End Time _____
- Event Set up Time _____
- Event Cleaned up time _____
- Estimated Attendance _____
- Type of Rental (check one)
 - Inside Arena
 - Outside Arena
- Purpose and description of event

Licensee Information

- Person Responsible _____
- Cell Phone _____
- Email Address _____
- Address _____

Rental Agreement Terms

- Rental Fee (Inside Arena) \$ _____ (\$600)
 Arena
 PA system
 Surface prep
 Restrooms
 - Arena Maintenance during the event \$ _____ (\$50)
 - Rental Fee (Outside Arena) \$ _____ (\$500)
 - Deposit \$ _____
 (Due upon signing of this agreement)
 - Remaining Balance \$ _____
 (Due on the day of the event)
- __Venmo __Check # _____ __Cash _____ Other _____

Rental Terms & Conditions

1. **Deposit:** A 50% deposit is required to reserve the venue
2. **Remaining Balance:** The remaining balance must be paid on or before the day of the event
3. **Capacity:** for event with more than 30 attending we may require you provide port-potties
4. **Cancellation Policy:** Cancellations must be made 60 days before the event to be eligible for a refund
5. **Damage Responsibility:** You are responsible for all damages caused by your event and attendees
6. **Ranch Hand:** if a ranch hand is needed, you are responsible for paying them at an hourly rate of \$20
7. **Extra Charges:** There may be extra charges depending on what is needed for setting up, etc..

Notes & Special Requests:

Circle 3 Ranch's staff and management will have access at all times to all portions of the ranch used by Licensee.

CLEAN UP CHARGE: (AS APPLICABLE) Licensee agrees to pay Licensor \$25 per hour for clean up services if the facilities used for the Event are not returned in good condition. as when Licensee entered the premises, as determined by joint agreement of Licensee and Licensor before Licensee leaves the premises after Event. in its sole discretion. Any clean up charge will be deducted from the Damage/Clean Up Deposit. If such Deposit does not cover the clean up charge, Licensee agrees to pay such additional charge for Licensor's clean up services.

CANCELLATION: If Licensee cancels the Event for any reason whatsoever within _____ days of the Event, all deposits and fees received by Circle 3 Ranch by the date of cancellation will be non-refundable. Additionally, Licensee shall be responsible to Circle 3 for any expenses incurred by Licensor on behalf of Licensee prior to the date of cancellation. Retention of deposits and fees due to cancellation will not prevent Licensor from recovery of additional damages and expenses from Licensee due to cancellation of the Event.

LICENSEE DUTIES AND RESPONSIBILITIES:

- All Event Set Up.
- Clean up, including all facilities used and parking areas
- **EVENT CONTRACT DEPOSIT** Refundable in whole or in part only if the Licensee fulfills its obligation to vacate the premises in good condition as determined by joint agreement of Licensee and Licensor, before Licensee leaves the premises after Event.
- Licensee must indicate the following on all advertising and show bills: An official logo for Circle 3 Ranch will be provided to Licensee. Licensee must use this for all advertising and promotion.
- Upon the expiration of the period of reserved use for this Event, Licensee shall vacate the reserved portions of Circle 3 Ranch to the ranch in good condition. Clean up should include all trash in proper reciprocals, all Licensee products and equipment removed from premise.
- Licensee shall insure its personal property, including vehicles and equipment, brought onto the premises and shall indemnify and hold Licensor harmless from any loss or damage to such property.
- Licensee shall be responsible for the overall conduct of its employees, agents, participants, guests, contractors and spectators involved in the scheduled event. Licensee, its employees, agents, contractors, participants, guests and spectators shall use the premises in a safe, careful and lawful manner and shall not perform any act or allow any act to occur during the term of this Contract that will in any way alter, mar, deface, damage or injure any part of the premises. Any such damage caused to Circle 3 Ranch, premises, or equipment provided that occurs during the reserved period will be invoiced to Licensee at Licensor's cost of repairs plus 20%.
- Licensee shall not assign or sublet its interest in any portion or all of this Contract without the prior written consent of Circle 3 Ranch.
- Licensee shall be solely responsible for setting up the Event, for conducting the Event and for clean up, including but not limited to scheduling, advertising, ticket sales, traffic control, parking, crowd control, security and on-site medical services, as well as for all labor, materials and expenses related to the conduct of the Event.
- Licensee shall be solely responsible for making application, paying fees and for the securing of all necessary licenses and permits as required by state and local laws, ordinances and regulations.

INSURANCE: Licensee shall provide liability insurance coverage in limits of not less than \$1,000,000 combined single limit bodily injury and property damage coverage. Licensee shall provide Licensor with a copy of its insurance certificate showing additional insured's no later than two weeks prior to the Event. If no proof of insurance is provided, Licensor, at its sole option and discretion, may cancel the Event

CONCESSIONS: Licensee or its assigns shall operate all food and beverage concessions.

MODIFICATIONS: In the event that additional work is required to prepare Circle 3 Ranch for Licensee due to snow or other natural or unnatural occurrences, Licensee shall reimburse Licensee for such costs. Additionally, if Circle 3 Ranch must be altered from its standard set up to meet the needs of Licensee, Licensee shall incur all related costs for such set up, break down and clean up. Licensees shall be responsible for insuring that all persons on the Premises for the Event observe and conform to all state and local codes, regulations and statutes, as well as the rules and regulations of Circle 3 Ranch.

RELEASE AND INDEMNIFICATION: Licensees shall be solely responsible to have all of Licensee's employees, agents, contractors and participants sign a Waiver, Release and Hold Harmless Agreement provided by Licensor. Such signed forms shall be submitted to Circle 3 Ranch prior to the completion of the Event.

Agreed to by:

Licensee

I, the undersigned, agree to the terms and conditions as outlined in this agreement

Signature _____

Print Name _____

Date _____

Ranch Hand (if needed)

I confirm I understand and will perform the facility preparation

Signature _____

Print Name _____

Date _____

Event Coordinator

Signature _____

Print Name _____

Date _____