

Swift River Ranch

2016/2017
Venue Rental Agreement

RATES	Weekday	Friday	Saturday	Sunday
Banquet Room	\$400 per day 10am-4 pm*	\$1800	\$2000	\$1700 max 150 guests
Barn	\$500 *	\$2300	\$2500 (summer) \$3000 (winter)	\$2200 max 300 guests
Guests	\$250.00 per each additional 50 guests for the barn			
Kitchen	\$400 (Main room only)	\$ 900	Entire Building	
Rehearsal Dinner	\$25 per table of 6			
Ceremony Site	SAME/NEXT DAY EVENT	\$200	Weekday or unreserved weekend 4 hr max 12 guests max	
	Veranda/Fire Pit	\$300	Max 50 guests	
	Ceremony Event	\$500	Use of greens seating for 200 guests Additional guests \$1.00 per person	

** Special pricing for schools, nonprofit and religious events** Pricing subject to change .Please Verify

DATES OF RENTAL ____/____/____ - ____/____/____

Phone # _____

Bride _____ Groom _____

Address _____

Email _____

BARN__ KITCHEN__ HALL__ GREENS__ WATERFALL__ ARCH__ MISC_____

Notes: _____

Est # of Guests _____

Ceremony Site fee \$ _____ Ex Seat \$ _____ Reception \$ _____ Ex Seat \$ _____

Extra Items _____

Client Initial _____

BUILDING AND PROPERTY: Renter agrees to leave building and property in the same condition as it was received. Only specific buildings or property areas listed in agreement shall be used. Renter agrees to following terms:

INSURANCE: Certificate Received on ____/____/____

Renter must provide Proof of Liability insurance to Swift River Ranch

- Minimum of \$1,000,000.00 General Liability
- Policy must cover all services and activities listed for event on the property including liquor, food, music lighting, dance floors.
- **Swift River Ranch, Dawn Calderwood, Calderwood Properties** are to be listed as co-insured
- Certificate must cover dates guests will be on property for events
- Certificate must be provided to venue 3 days prior to event

Renter will be held liable for any physical damages, legal fees / actions or loss of reputation or business opportunities that the venue may incur as a result of the actions of the Renter or any/all of renters guests and subcontractors. Swift River Ranch, Dawn Calderwood and Calderwood Properties shall be held harmless against any and all legal actions which may arise from the Renters use of the venue and grounds entailed. Renter shall not be liable for damages caused by acts of nature.

Ceremony Rehearsal;

If the venue is not in use, client is welcome to use the venue for a ceremony rehearsal practice one day prior to the wedding. Time must be approved and is dependent upon availability.

Rehearsal Dinner:

Rehearsal dinners are available. Limited to a max of 60 people. Dinners are limited to 5 hours. Insurance for guests, vendors, subcontractors must be on file.

Furniture:

Tables and Chairs are available for client use. Unless specified event furniture must be broken down and put away at end of rental time.

Hazardous Weather:

For the safety of all involved, should hazardous weather or conditions arise the property owner/operator reserves the right to mandate shelter, stop alcoholic service or adjust noise levels. If situation requires evacuation for the safety of guests the event will be terminated and guests will be required to vacate premises.

Music:

While we allow bands, DJs and all other types of musical entertainment in the venue and on the grounds, all music must end by 1 AM

Client Initial ____

Rental Deposit/ Security Deposit:

A \$500 rental deposit with a signed contract will be due to reserve a date. This deposit is NON REFUNDABLE AND NON TRANSFERABLE for reasons including rescheduling of event for personal reasons, rescheduling of event due to professional/ subcontractor reasons, natural disaster. Acts of God, or Terrorist acts.

Remaining balance is due 14 days prior to event, at the final review, or approximately two weeks prior to event.

A \$500 security deposit is a separate check that will be due at the time of final review two weeks prior to event. This check will be returned at the end of the event to the person who signed it, after a final walk thru by staff. If there is any excessive clean up or damages to the property as a result of the event, and if necessary the security deposit will be applied toward any needed repairs.

Time:

Rental costs include use of the facility as noted in contract space. Outdoor and banquet room events must end by 11 PM. Barn events must end by 1:30 AM

Caterers / Vendors:

It is required that all preapproved caterers and bar services provide the appropriate license and insurance documentation prior to the final review.

All vendors and service contractors are responsible for the clean-up and removal of their equipment, food, bar service supplies and garbage within (2) two hours of event conclusion.

NO FOOD OR ALCOHOL may be left on premises overnight.

If renter chooses to provide alcohol to guests:

- All state laws must be abided by
- No alcohol shall be served to anyone less than 21 years of age.

Insurance certificate must reflect such use.

Beverage Service:

Alcohol consumption is allowed at the facility. Alcohol may not be served to minor or any one appearing to be intoxicated. Upon signing this agreement, client agrees to indemnify and hold harmless Swift River Ranch, Dawn Calderwood, State of Montana, Yellowstone County and City of Billings and all employees of each organization from any damages, costs or expenses, including reasonable attorney fees, which may arise as a result of consumption of alcoholic beverages by the client and any of the clients guests

Client Initial _____

GUESTS

- Renter shall be responsible for any injury to third parties during venue rental time.
- Renter agrees to reimburse and indemnify venue/ owner for any costs incurred in defending any third party claims during rental time
- Renter and guest shall comply with all local laws, ordinances and rules for Yellowstone County /City of Billings, MT
- Children must be supervised at all times.
- No open flames or fires
- No use of nail, staples or glue on any structure
- Items may not be hung/suspended from rafters, electrical or safety equipment on the property
- No animals except handicapped/service assist animals
- No persons shall tamper with or remove any safety equipment or signs.

PERSONAL PROPERTY Swift River Ranch is not responsible for damage to or loss of ANY personal items brought on the property. Including but not limited to vehicles, personal items, cell phones, subcontractor equipment, food prep equipment, entertainment equipment, or gifts. PLEASE DO NOT LEAVE GIFTS OR WEDDING ATTAIRE unattended.

REMOVAL FROM PREMISES: Swift River Ranch reserves the right to refuse service to any guest. ANY guest acting in a malicious or harmful manner to any guest or staff member, purposely damages or removes any Swift River Property, or ignores rules and guidelines of facility will be removed by law enforcement. Any fees incurred with the removal of guest will be deducted from rental deposit.

Client Initial _____

RENTER: PRINT _____ SIGN _____
 DATE _____

Secondary Witness PRINT _____ SIGN _____
 DATE _____

Swift River Staff SIGNATURE _____
 DATE: _____

Swift River Ranch

Event Review Sheet

DATE of event: _____

Time of event start _____ end _____

Number of Guests _____

Rental Fee _____

Additional Guests _____

Site Fee _____

Additional Seating _____

Extras Items _____

TOTAL _____

Form of Payment

Event Deposit \$ _____ Date _____ Check # _____

2 week Review Deposit \$ _____ Date _____ Check # _____

Security Deposit \$ _____ Date _____ Check # _____

Return to person evening of event (please print) _____

Insurance Certificate Received DATE _____

Beverage License Received DATE _____

Food License Received DATE _____

Client Initial _____

