



**Reservations and Deposits:**

Reservations for Sugar Camp Ranch are accepted on a first-come, first-served basis only. A signed rental agreement and deposit are required to reserve a date. Your date is not confirmed until you have received a copy of the rental contract and your receipt of deposit from Sugar Camp Ranch.

**Renter Initials** \_\_\_\_ **Date** \_\_\_\_\_

A signed rental agreement and a non-refundable \$50 deposit are required to reserve a date. We accept cash, checks, MasterCard, Visa, Discover and American Express. Deposits paid for a reservation of a date are transferable to another date (if available). After ten days, all deposits are subject to the cancellation policy.

**(See Cancellation Policy on page 4).**

The balance of the rental and the refundable damage deposit (\$100) is due **one week** in advance of the rental date. If any damage or theft occurs, the renter will be responsible for the entire amount.

**Renter Initials** \_\_\_\_ **Date** \_\_\_\_\_

**Rental Times and Pricing:**

All rental time periods include vendor/renter set-up and clean up time plus 30 minutes on each end of your rental.

If you would like more time, additional hours can be added as time allows at a rate of \$50 per hour, prepaid, or \$100 per hour the day of the event. Consult your event coordinator for more information. In order to prepare for your event, we need all of our preparation time. Please do not interfere with our staff by showing up early. Your cooperation is critical and much appreciated.

**Renter Initials** \_\_\_\_ **Date** \_\_\_\_\_

**House Rules:**

1. Renter is not responsible for taking out or putting away tables and chairs, cleaning the floors, with the exception of food spills, for which you and your caterer are responsible.

2. Report all spills or breakage to the manager immediately so that proper clean-up measures can be taken.
3. **All music should be kept to appropriate levels.**
4. Dance bands or DJs must stop one hour before the end of your rental period to allow for the clean-up hour. Music for all events must conclude at 10 pm due to Florida's noise ordinance laws which require all noise to cease between the hours of 10 pm and 7 am.

**Renter Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

5. ALL CHILDREN must be supervised at all times.
6. **Please, NO Smoking outside of your vehicle at Sugar Camp Ranch**  
Vendors, staff and guests must follow the smoking policy.
  - a. No smoking is allowed inside the building or surrounding areas.
  - b. Smoking materials may not be distributed to guests inside the building or out on the porch.
  - c. **Any smoking materials debris found inside or near the building within 24 hours of the event will result in immediate forfeit of the damage deposit.** Anyone found smoking in the no smoking areas will be advised as to the no smoking policy. If they have to be told a second time the renter will lose their deposit.
7. Alcohol may be served only in the barn area.
  - \*No alcohol may be served to minors.
  - \*Alcohol service must end 30 minutes prior to the end of your event.
  - \*Bartender must be licensed and insured
8. Everything must be removed from the space on the day of the event unless other arrangements have been made prior.
9. The event must officially end at agreed upon time. Any overtime for tear down past 12 AM is billed hourly.
10. **ALL** vendors must be licensed and insured and have a copy of a contract on file with Sugar Camp Ranch at least 7 days prior to rental date.
11. **For rentals that include the distribution and consumption of alcohol, renter must carry an event insurance policy (<https://www.theeventhelper.com/>) or your choice of provider.**
  - a. Renter shall obtain general liability insurance covering the day of the event in the minimum amount of one million dollars in a form and amount satisfactory to Sugar Camp Ranch. A certificate of insurance and a policy endorsement naming Sugar Camp Ranch as an additional insured on the policy shall be provided to Sugar Camp Ranch at least 7 days before the day of the event.
12. **Decorations** - All Decorations must be approved by the Sugar Camp Ranch staff.
  - a. No tape, nails or staples can be used on building surfaces. Wire, Floral wire, non-stick tape, command strips and zip ties are allowed. (For multi-day rentals, Sugar Camp Ranch is not responsible for any decorations or items left in the barn unattended during your rental).
  - b. Candles must be non-flammable such as LED votives. Battery operated tea lights are recommended. Birthday cake candles are acceptable. Removal of any wax on the floors or other surfaces will be considered excessive cleaning and a charge will be deducted from the

cleaning/damage deposit at a minimum of \$100. An additional \$100 per hour fee will be charged if the removal and cleaning of the affected area/areas is extensive.

e. No fireworks are allowed on property, inside or out, to include sparklers.

f. No additional lighting fixtures or lights are allowed on the property unless first approved by Sugar Camp Ranch (with the exception of strung lighting).

**\*For the safety of all of the farm animals please keep all balloons inside of the barn. Any balloons found outside of the barn will result in loss of the damage deposit.**

**Renter Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

**Photography/Videography:**

Your photographer, videographer, and DJ may arrive 30 minutes before the start of your rental time. They may prepare an area for photographs, but must not interfere with the Sugar Camp Ranch staff as we ready the facilities for your event.

**Renter Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parking:**

Ample free parking is available on the premises and will be clearly marked. **Guests will NOT be permitted to park in any other area of the property before, during or after your event.** Arrangements can be made to accommodate loading and unloading of decorations and by your chosen vendors.

**Cancellation Policy: RENTER MUST READ & INITIAL** \_\_\_\_\_

Deposits are non-refundable. If it becomes necessary for you to cancel your event we will only be able to waive your liability for the balance of your contract or help you choose a new date.

**Renter Initials** \_\_\_\_\_ **Date** \_\_\_\_\_

**Liability: RENTER MUST READ & INITIAL** \_\_\_\_\_

The undersigned agrees to indemnify and hold harmless Sugar Camp Ranch, its owners, employees and affiliates from any and all claims, demands, losses, actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food provider and/or their products hired or obtained by the renter; except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said owners, employees or affiliates. Sugar Camp Ranch and its staff will also not be held responsible for lost, stolen or forgotten articles.

The undersigned has read and agrees to abide by the above rental policies and hereby agrees to rent the **Sugar Camp Ranch**.

Date of Event \_\_\_\_\_

Between the hours of \_\_\_\_ AM/PM and \_\_\_\_ AM/PM

Name of Renter (print): \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_



