

K Star Ranch Contract and Reservation Form

6970 Dick Price Road
Mansfield, Texas 76063
(817) 330-0397

Name _____

Street Address _____

City, State, Zip _____

Contact Phone Number _____

Event Date _____

Event Type _____

Name of Wedding Party _____

Security Personnel _____

Extras _____

Deposit with Reservation _____

Comments _____

The following are the agreed upon items regarding reserving and hosting an event at K Star Ranch:

1. Your contract is effective and your date reserved with receipt of this signed document along with a deposit of half the opening event fee. The other half of opening fee will be paid 60 days from the first deposit. The full opening fee deposit is non-refundable. Your total charge including all extras must be paid in full thirty (30) days prior to the event. If you make your reservation within thirty (30) days of your event date, all charges are due upon reservation and you are still subject to the non-refundable deposit as described herein.
2. Any changes to the initial contract and reservation form are valid only if confirmed in writing by the staff of K Star Ranch. This is designed only to protect your plans for your event. The contact phone number is 817-330-0397. The email address is letsparty@kstarranch.net.
3. Since each event has associated vendors, it is your responsibility to communicate with your vendors regarding your specific plans. Further, K Star Ranch needs to be notified of each vendor responsible for your event. Such vendors will be required to contact K Star Ranch for delivery and setup information. If vendors do not comply and cooperate with K Star Ranch rules and requests, K Star Ranch reserves the right to excuse the vendor from the event.
4. You will be occupying K Star Ranch for a specific period of time. It is important that you adhere to the starting and ending times. Please respect these time limits. An additional hour of use may be purchased if available and paid in full at the thirty (30) day period prior to the event along with all other charges. See Item 1.
5. K Star Ranch is a non-smoking facility. Smoking is not permitted inside the building or near the main entrance. An outside designated smoking area will be located on the north end of the building.
6. If you intend to serve alcohol at K Star Ranch, special licensed TABC bartenders (\$20 per hour, per bartender) and extra security personnel (\$40 per hour, per security person) are required. You along with your guests have the responsibility to see that no one drinks to excess. Beer, wine and margaritas are the only permitted alcoholic beverages allowed to be served at an event at K Star Ranch without exception. **NO MIXED DRINKS ARE ALLOWED.** Further, to curb excessive drinking and for the overall safety of the event and guests, the ratio of alcohol delivered for service to guests will be monitored and controlled. One keg of beer per 75 guests is the allowable service standard. Again, there will be no exception to this quantity ratio. **K Star Ranch is *not responsible and does not accept any liability*.** No other alcohol is permitted on the premises other than that served by TABC bartenders. If this rule is violated, the violators will be asked to leave the premises and K Star Ranch reserves the right to **stop** the event. Alcohol will cease to be served 30 minutes prior to the conclusion of the event. The bartenders will be instructed appropriately. If your event gets out of control with one or more persons not

acting appropriately or obeying the law and not adhering to the security personnel, K Star Ranch reserves the right to stop the event without refund for the remaining time.

Further, any person violating the law will be subject to arrest via the Tarrant County Sheriff. K Star Ranch adheres to the rules of laws of the State of Texas and Tarrant County.

This is very important for the safety of your guests and the success of your event. Again, K Star Ranch is not responsible and does not accept liability.

7. K Star Ranch will be very attractive and ready for your event. You may decorate the tables and chairs. There shall be nothing attached to the walls of the building on either the inside or outside. Bubbles, sparklers, birdseed, rice and confetti are not allowed inside the building. Small votive candles floating in water are allowed as centerpieces. Tapered candles surrounded by hurricanes are also permitted as long as they are on a base that will catch all dripping wax. Unity candles are permitted if set on a fixed surface with drip plates. No other flammable objects are permitted.
8. K Star Ranch provides a high quality sound and video system for your event. A K Star Ranch representative will be available at your event to operate this equipment if you decide to utilize this service. This equipment should not be touched by anyone other than K Star Ranch representatives. If anyone uses this equipment without supervision of K Star Ranch representative, any damage will be at the renter's and vendor's expense.
9. You and your vendors are responsible for removal of all personal items, decorations, inside and outside trash and other items not furnished by K Star Ranch at the conclusion of your event as well as general clean-up of the facility. At the event's conclusion, you and your vendors are allowed one hour to remove all of your personal belongings, etc. as well as for the general clean-up of the facility. The facility should be in the same general condition at the conclusion of the event as it was in the beginning of the event. If you exceed the one hour limit, you will be charged for an additional hour. This is not negotiable. Without advance notice, your damage deposit will not be returned if the facility is not cleaned and trash removed.
10. If you are having a departing toss, birdseed or real flower petals may be used outside the building. Please use in moderation. Can spray, crepe paper, confetti, dyed shavings, metallic flakes or glitter are not permitted.
11. If you use an outside caterer, please provide us with the caterer's contact information (See the Policies for Outside Catering Vendors). Also, if you intend to serve alcohol at your event, this is a reminder that you must use a TABC licensed bartender arranged by K Star Ranch. Caterer's use of the warming kitchen is an additional fee unless you use the preferred caterer of K Star Ranch. Either the renting party or the caterer is responsible of cleaning the kitchen after use.
12. A member of K Star Ranch staff will be on site for your event. K Star Ranch staff will assist your vendors and guests with all their needs. For large events, K Star Ranch in an

effort to provide safety and comfort for the guests may require you and your guests to show their invitations for entry. If no invitation is provided, the client must approve entry to the event. This is for crowd control and overall safety. Uninvited guests can cause disruption.

13. There will be a fully refundable Damage deposit of \$500 for each event held at K Star Ranch. It will be returned in full within 10 business days after completion of the event provided there is no damage to K Star Ranch facilities and equipment. If you do not adhere to Item 9, the Damage deposit will not be returned and will be applied to the clean-up fee.

14. At least one or more security guards will be required at each event based upon the number of people and if alcohol is served. The charge for security will be \$40 per hour per security guard.

15. K Star Ranch is not responsible for accidents or injuries incurred by you, your guests or your vendors. **Again, K Star Ranch is not responsible.**

16. Your choice of an Outside caterer is welcome at K Star Ranch. Please check our Outside Catering Policies for fees and pertinent information.

Prices are subject to change without notice

Client's Signature

K Star Ranch Representative

Date

Policies for Outside Catering Vendors

1. All Outside Caterers must be approved through **K Star Ranch**.
2. Each caterer will provide **K Star Ranch** with proof of a current Health Department Caterer's License and a Certificate of Liability Insurance. The Certificate of Liability must name **K Star Ranch** as certificate holder and **K Star Ranch**, its officers, agents and employees must be named as additional insured. Both forms must be in our office of **K Star Ranch** no later than **10 days prior** to the event.
3. The Caterer will be able to use the kitchen to prepare the food.
4. The Caterer or the renting party will be responsible for cleaning the entire kitchen and will be inspected by a **K Star Ranch** employee before leaving the Ranch. If the Caterer leaves before our employee inspects the kitchen and it does not meet our standards then some or all of your damage deposit will go towards the cleanup of kitchen.
5. The Caterer or renting party will be responsible for leaving the premises in satisfactory condition and for the deposal of all trash. A dumpster is located behind **K Star Ranch**. The area around the dumpster will also be expected to be left clean. Failure to follow this procedure will result in excessive cleaning fees.
6. All alcoholic beverages must be managed and arranged through **K Star Ranch**. Outside catering with the use of a Hosted or BYOB Bars will require bartenders provide by **K Star Ranch** at a rate of \$20 per hour. (see contract)
7. It is the responsibility of the Client to ensure that the Outside Catering Vendor adheres to all of the above policies. A copy of these policies, signed by both Client and Outside Vendor, needs to be on file with **K Star Ranch** immediately after signing the Rental Agreement.
8. If item 2 is not completed within their respective time frames, the Outside Caterer will **NOT** be allowed to bring in food for the event.

I have read and agree to the Policies for Outside Catering Vendors.

Client's Signature

Date

Outside Catering Vendor's Signature

Date