



Wedding/Event Information Sheet for Sierra Meadows Ranch 2021

VENUE RENTAL FEE and DEPOSIT

The venue fee required to use the facilities at Sierra Meadows in 2021 is \$1,950.00. The venue fee is subject to increase at any time prior to the receipt of a signed agreement and deposit. In addition, fees are due to the Forest Service for rentals, services, and sales (See addendum A. for percentage structure). These fees vary but have been approximately \$200 in the past. Event insurance usually \$100. The required cabin rentals are estimated at \$789.00 per cabin (two nights per cabin), for six cabins = \$4734.00. If you would like to utilize power and restrooms from the nearest structure, the restaurant can be contacted separately. Fees of approximately \$350 will apply. To confirm your event date, please send a non-refundable \$500.00 security deposit in the form of a check to Sierra Meadows Mammoth LLC to P.O. Box 8327, Mammoth Lakes, CA 93546. Once your check has been received, you will receive an email confirming your event reservation. You may also pay by credit card. A 3% (\$15.00) processing fee will apply.

PAYMENT SCHEDULE: Reservations require a signed agreement and a non-refundable \$500 deposit. The balance will be due no later than 30 days after the deposit and agreement is received, or 12 months before the event date, whichever comes first. If the balance is not paid, your event may be cancelled.

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Rental Cabin

As stated above, we do require the wedding party rent out six of the rental units on property. A 2-night rental is required, and the cost is estimated at \$789.00 for 2 nights. This includes tax and a regular cleaning fee. This units can be used by the Bride and/or Groom, Bridesmaids, Groomsmen, family, friends, coordinator, etc. for the days of wedding.

VENUE HOURS ALLOTTED

You will have access to the venue the full day of your event (beginning at 8:00am and ending at 11:00 p.m. – The event must cease all amplified music by 10:00pm due to Town of Mammoth Lakes noise curfew laws). The site must be vacated by 11:00pm and all clean-up of any remaining items completed no later than 10:00 a.m. the following morning. Should clean up not be completed by 10:00am the following day, a \$150 per hour penalty will apply. Your event coordinator must submit an event timeline, guest count and vendor list no later than one week prior to your event. Please contact us if you

require extra time on the Ranch – we may be able to accommodate you (based on our scheduling) for an additional \$150.00 per hour.

REHEARSAL

The Client is welcome to use the facility for a ceremony rehearsal prior to the wedding. However, ceremony rehearsal times must be approved by SMR event staff and must be scheduled so that the rehearsal does not interfere with daily operations or any other events that may be occurring. Use of the facility for your rehearsal (up to 1.5 hrs.) is included in our facility rental fee.

REHEARSAL DINNER

Rehearsal Dinners are permitted to be held at SMR (if available) under separate agreement. Discounts may apply for Clients contracting with SMR for their main reception site. Dos Alas, a Puerto Rican and Cuban themed restaurant is currently open.

Alcohol Requirements

If your event offers alcoholic beverages for sale, you are required to have a permit with the A.B.C. If the alcohol is complimentary, a permit is not necessary.

Dept. of Alcoholic Beverage Control

<https://www.abc.ca.gov/forms/PDFSp.html>

Form AB221 – DAILY LICENSE APPLICATION/AUTHORIZATION – Non Transferable

<https://www.abc.ca.gov/FORMS/ABC221-2010.pdf>

WARNING: You cannot save this document so once you have filled it out completely, then you print it.

You then must enclose a self-addressed and stamped envelope to yourself, so they can mail you the permit. Do not send in the form any earlier than 30 days, but no later than 15 days prior to your wedding. Here is the address to mail the application to (for Inyo, Mono & Kern Counties):

ABC

4800 Stockdale Highway Suite 213

Bakersfield, CA 93309

Their phone number is (661) 395-2731

INSURANCE

Special Event Liability Insurance is required of all Clients and is due no later than thirty (30) days prior to your event. This insurance must, at Client's sole expense, provide and maintain public liability and personal property damage insurance, insuring Sierra Meadows - Mammoth LLC, Town of Mammoth Lakes and Forest Service and its employees, contractors, and contracted vendors of not less than \$1 million. If alcohol is to be served, please make sure that the policy includes Host Liquor Liability coverage to protect you against alcohol related accidents, as you are ultimately liable for the safety of your guests. Established catering services may use their license and insurance to cover this portion of the requirement. All caterers and/or outside vendors, companies, and/or institutions must provide a copy of

their Certificate of Insurance and Catering License to SMR naming SMR, Town of Mammoth Lakes and Forest Service as an additional insured. These documents must be delivered to SMR at least thirty (30) days prior to the event. Failure to provide evidence of this insurance to SMR thirty (30) days prior to your event can cause immediate cancellation of the event. Cancellations arising from failure of Client to provide SMR with a proper and timely certificate of liability insurance will be treated as a Client caused cancellation.

Certification may be offered through your homeowners or renters insurance provider at a general cost of \$100 or less. Also look at Event Helper www.TheEventHelper.com Please mail certificate to: SMR P.O. Box 8327 Mammoth Lakes, CA 93546 or email to mark@sierrameadowsranch.com you will receive email confirmation upon payment receipt

Event Coordinator

All events must be managed by a professional event coordinator that you have retained. Exceptions may be made.

The Sierra Meadows Ranch Event Rental Contract (“Agreement”). This agreement is between the Renter and Sierra Meadows Ranch (SMR). In this Agreement the words “you”, “your”, “yours”, and “Renter” mean the person who has signed as “Renter” at the end of this document.

- Lawn ceremony and/or reception
- On site manager to direct vendors and provide site information on the day of the wedding
- Parking for up to 50 passenger vehicles
- Discounted Lodging packages
- Discounted horse boarding should you bring your horse
- Forest Service permit fees (for venue rental only)

Additional hourly rental of Sierra Meadows Ranch– Each additional hour beyond the allotted rental time is charged at a rate of \$150 per hour.

CLEANING / DAMAGE DEPOSIT

In addition to your rental fee, we will need a credit card on file in case of extra cleaning/staffing/damage. The property will need to be left in the same condition as when you arrived. The following requirements must be met to ensure no extra charges are made:

1. No physical damage to the building, equipment, or property.
2. No excessive cleaning required because of event use.
3. You must remove all decorations and personal property from the venue at the completion of the event.
4. All rental equipment must be neatly stacked in the service area for pick up.
5. All trash must be cleaned up and placed in dumpster and in compliance with animal safety requirements.
6. You must follow all Sierra Meadows Ranch rules.

7. No smoking is allowed on the Sierra Meadows Ranch property, and a \$100 charge will be applied for each violation to this policy.

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CANCELLATIONS

No refunds are given for weather related issues. It can get windy at Sierra Meadows. Summer rain happens. Tents are strongly encouraged.

A refund of initial deposit less a \$100.00 processing fee, will be granted if cancelled within 72 hours of signing the contract.

Cancellations made after the initial 72 hours and 320 days or more prior to the event date will forfeit all of their deposit (\$500).

Cancellations made 90-319 days prior to event will forfeit the \$500 deposit and 50% of rental balance amount (additional \$725).

Cancellations inside 89 days of event will forfeit 100% of the deposit (\$500) and the total balance of the contracted amount (\$1450.00), including any event rentals or additional charges that have been confirmed at the point of cancellation. All cancellations must be made in writing.

Initial here that you understand the cancellation policy _____

TRANSFER OF EVENT DATE

If after booking a new date needs to be created, we will work with you on a transfer of date. All requests for transfers must be made in writing. You are responsible for any difference from the contracted rate to the current rate of the new chosen date at the time of the transfer. The new date must be within one year of the original date. Transfers between responsible parties are not allowed. An additional \$100.00 transfer fee will apply.

1. All alcohol service and consumption must comply with California state liquor laws.
2. Alcohol service must stop at the end of the event (10:00pm is the latest).
3. During the event, Sierra Meadows Ranch must be available to invited guests only. Because Sierra Meadows Ranch is on government land, alcohol must remain on the premises (including the lodge and gated area of the parking lot). **Alcoholic beverages are not allowed in the horse boarding area.**
4. SMR reserves the right to end alcohol service and/or the event at any time if Sierra Meadows Ranch staff determines that any of the rules pertaining to alcohol service have not been complied with or determines that violations have occurred in connection with the service of alcohol at the event.

You agree to comply with and cause the event to comply with all the forgoing provisions. In addition, you agree to hold harmless, defend and indemnify SMR from and against any claims, injuries, causes of action, damages or expenses whatsoever resulting from or arising out of the service or consumption of alcohol at the event, or any failure to comply with the Rental contract.

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PARKING

Event parking in the parking lot only. No parking in the horse boarding area, or on the back-entrance road or on Sherwin Creek Road.

PARKING ATTENDENT

A parking attendant needs to be designated to assist with parking the vehicles in an organizing manor. This is usually accomplished by appointing one or two people for 45 minutes leading up to the beginning of the ceremony and or reception.

CABINS: Sierra Meadows Ranch has cabins utilized by the public. The cabins are off limits unless specifically rented for the event. On site cabin rentals are available to rent.

SMR CURFEW: SMR curfew is at 10:00pm. Events must end no later than 10:00 pm to allow for cleanup.

MUSIC: Because SMR is a residence for staff and rental cabins for the public, sound must be kept at an acceptable level for others and not in violation of city ordinances.

SMOKING: In compliance with the United States Forest Service, Sierra Meadows Ranch is a non-smoking facility.

DECORATIONS: Decorations must be set up and taken down in the allotted rental time. The area must be cleaned up and any trash removed at the end of your event.

You are welcome to decorate; however, Sierra Meadows Ranch is a historic building, so tacking, taping, nailing, and tying to any surface is not allowed. All wood furniture must remain in place.

Candles with open flames are not allowed in accordance with California State code regulations.

Items that are difficult to clean up such as confetti, flower petals, or streamers are not permitted.

Sparklers and other forms of fireworks are not allowed on the premises.

Approval is required for all tents. Because of multiple electrical and irrigation lines running through Sierra Meadows Ranch, staking is prohibited. Tents must be anchored.

All rental items you bring or have delivered are your responsibility. You are responsible to set up and take down all rental items. Please arrange to have your rental items picked up the same day of your event. If same day pick up is not possible, items should be neatly stacked in the service area for pick up the following morning. Sierra Meadows Ranch is not responsible for loss, theft or damage to rental items.

SECURITY

Sierra Meadows Ranch (Sierra Meadows Mammoth LLC) does not accept any responsibility for damage to or loss of any articles or property left at Sierra Meadows Ranch (SMR) prior to, during or after the event. The Client agrees to be responsible for any damage done to Sierra Meadows by the Client, its guests, invitees, employees or other agents under the Client's control or direction. At all events, SMR will appoint a representative to oversee the event, open and close buildings, and be available during the

event. Certain events that end after dark may be required to have security personnel present. SMR is not responsible for security. All security costs are the responsibility of the Client. Client agrees that SMR staff may enter and exit the premises during the event. A representative of SMR will be on site during your entire event and will be checking periodically with the responsible parties to insure everything is running smoothly. We will also be checking the restrooms, the overall premises, lights, electrical, etc., and will be available for questions or to respond to your needs or any issues that may arise at any time during your event.

UNFORSEEN EVENTS

SMR reserves the right, at any time prior to or during your use of the facilities, to cancel your reservation and terminate your agreement in the event of emergency, physical damage to the property, or other occurrence which at the sole discretion of the Sierra Meadows Ranch Manager or the City of Mammoth Lakes, renders the Sierra Meadows Ranch unsuitable or unsafe for use, or which requires use of SMR for emergency purposes. Such occurrences include, without limitation any of the following:

1. Fire, flood, earthquake, avalanche, weather damage, other casualty or act of God causing physical damage to the building or the park.
2. Improvements, alterations, or repairs required by law or otherwise necessary to put or maintain the building and facilities in a safe and fully functional condition including unexpected delays in said repairs.
3. Fire, flood, earthquake, act of God, war, or riot creating an emergency requiring SMR or the park to be used for coordination of relief efforts or emergency housing and storage.
4. Power failure, restrictive curfews, or other causes beyond the control of SMR, which render the facility unfit for intended use.
5. Pandemic, should state and/or county guidelines prohibit public gatherings.

If your reservation and this agreement are terminated pursuant to this provision, SMR will refund your rental fee. Sierra Meadows Ranch shall not however be held responsible for any direct, indirect, incidental or consequential damages resulting from such termination.

INDEMNIFICATION

The Renter shall hold harmless, defend and indemnify Sierra Meadows Ranch, its officers, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses including but not limited to attorney's fees because of bodily injury, sickness, disease or death, or injury to or destruction of tangible property or any other injury or damage resulting from or arising out of (a) performance or breach of this Contract by Renter, (b) Renter's use of the Sierra Meadows Ranch premises, or (c) any act, error, or omission on the part of the Renter, or its agents, employees, guests, invitees or subcontractors except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful conduct of Sierra Meadows Ranch, its officers, employees, or agents.

FAILURE TO ADHERE to any part of this contract will result in a partial or no refund of your security deposit. If there is any physical damage to the building, grounds, furnishings, or equipment, your deposit

will be retained until the cost of repair or replacement can be determined. If the cost of said repair or replacement exceeds the deposit, you will be billed for such additional sum and you agree that it shall be immediately due and payable.

Addendum A. Forest Service fees

Forest Service Fees are due to Sierra Meadows – Mammoth LLC

B. FEES - GRFS. The annual fees due the United States for those activities authorized by this permit shall be calculated on sales according to the following schedule:

Kind of Business	Break-even point (Sales to GFA) (Percentage)	Rate Base (Percentage)	Balance of Sales Rate (Percentage)
Grocery	70	.75	1.13
Service, Food	70	1.25	1.88
Service, Car	70	1.30	1.95
Merchandise	70	1.50	2.25
Service, Liquor	60	1.80	2.70
Outfitting/Guiding	50	2.00	3.00
Rental and Services	30	4.50	6.75
Lodging	40	4.00	6.00
Lifts, Tows, Ski Schools	20	2.00	5.00

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Date of Event: _____

Name of/on Event: _____

Time of Rental: Start _____ pm ~ End _____ pm *10:30pm max

Set up: _____ Date: _____

Clean up: _____ Date: _____

**Tent, table, and chair rentals may be set up the day before the event and picked up the following morning after the event. All other vendor or wedding party items must be removed by 12:30am the evening of the event.

Contact Information of person and / or company responsible for clean-up:

Name: _____

Company: _____

Phone: Home _____ Work _____ Cell _____ Address: _____
City: _____
State: _____ Zip Code: _____ Email: _____

Credit Card Type: _____ Credit Card Number: _____ CVV2: _____
Expiration Date: ____/____ Name on card: _____ Event
Details

Anticipated Number of Guests: _____

Will alcohol be served? ____ Yes ____ No

Payment

The Renter agrees to pay: Rental Fee \$ 1950.00 _____

Extra Rental Hours (\$150 per hour) if venue needed for time outside the day of event \$ _____

Staffing Fee, up to 8 hours pre and during event is included in the package price

Extra Staff Hours (\$50 per hour) \$ _____

1st Deposit Due to reserve date \$ 500.00 DUE NOW Received on _____

FINAL Balance Due \$ _____ Due Date _____ (365 days before event)

As the Renter, I hereby agree to be personally responsible on behalf of myself/my organization and guests for any damage sustained at the Sierra Meadows Ranch during my event. I have read and agree to the rules and terms set forth in the "Advance Document." This contract is not valid until signed by both parties. All changes to this contract must be in writing.

AGREED TO AND ACCEPTED:

Renter / Date

Sierra Meadows Ranch / Date

Please scan/email or mail contract to: Sierra Meadows Ranch, P.O. Box 8327, Mammoth Lakes, CA 93546 or email to: Mark@sierrameadowsranch.com

You can fill out the pdf and email it back to Mark@sierrameadowsranch.com or print out and mail. Please feel free to call (760) 934-6161 or email us at Mark@sierrameadowsranch.com with any questions.