

Lotus Ranch, LLC

Event Contract (PLEASE PRINT CLEARLY)

Clients: _____

Address: _____ City: _____ Zip: _____

Tel: _____ Email _____

Event Date _____ Proposed Event Start and End Time _____

Check-in Date/Time _____ Check-out Date/Time _____

Est. # Event Guests _____ Est. # Overnight Guests _____

Deposit Amount _____

Venue Rental Fee: _____ Overnight Rental Fee: _____

Lotus Ranch LLC and the Above Client Agree to the Following Rental Policies and Procedures

· **Alcohol:** Alcohol must be served by a Texas Alcoholic Beverage Commission (TABC) licensed bartender. We will need a copy of their license at least 2 weeks prior to your event. If this license is not in our possession, no alcohol will be served. All TABC laws must be followed while on the premises. The bar can only be open for a total of four hours. Any person under the age of 21 will not be served alcohol under any circumstances. Valid Texas ID is required for guests **of a questionable age** who consume alcohol. All service staff is required by law to refuse service to any guest who appears to be intoxicated. Beer kegs and all other containers likely to leak water are not allowed inside the building without protective liners and prior management approval. Violation of any policies may result in forfeiture of the deposit.

· **Security:** If the guest count for your event is over 80 and alcohol is being served, there must be one uniformed security officer present.

- **Caterers:** You are welcome to bring in the licensed caterer of your choosing to provide all food and beverages for your guests. No outside/unlicensed food may be served. Caterers (or a person designated by the client) are to be responsible for clean-up of food waste and any area used for food prep/serving, including kitchen and garage after the event. Lotus Ranch will provide trash receptacles and liners for your use. All event garbage must be placed in the bags and deposited in the designated trash area at the end of your event.

· **Delivery and Pickups:** ALL ITEMS MUST BE REMOVED DURING THE CONTRACTED HOURS BOOKED (This includes flowers, linens, dishes, candles, etc.) Extra tables, tents and other rental items are to be delivered and picked up on the day of the event during the hours booked unless special arrangements have been made and agreed upon by management in writing prior to the event date. It is the client's responsibility and should be coordinated with the necessary people to be certain that the Lotus Ranch property is accessible during the time in question. (If your people don't arrive when scheduled, they are likely to find the ranch locked