

The Ranch – Larimer County Fairgrounds & Events Complex

Booking Policies & Procedures

Event Date Hold:

1. Events may be granted a “hold” on The Ranch’s Events Calendar based on a client’s indication that they want to book the date.
2. Within 30 days of requesting the hold, the client has the opportunity to confirm details and request the contract.
3. If a signed contract and deposit is not on file, an event on “hold” may be challenged by a new event/promoter.
4. If the date is challenged or 30 days of the hold is up, the client with the date on hold will be contacted by The Ranch’s scheduling coordinator by both email and phone and will have 48 hours to respond by faxing/emailing the signed contract and immediately mailing the signed contract and deposit.
5. If there is no response from the client, the date will be released. At that time the dates will be available and a contract may be sent to the challenging party.

Use Restrictions:

The Director of The Ranch has the right to refuse event bookings when it is their opinion that the event may cause undue or unusual damage to the facilities or if the event is deemed an inappropriate use of The Ranch facilities based on a variety of reasons, to include, but not limited to: scheduling conflicts, event type or saturation, compliance with The Ranch mission, etc.

The Ranch has authorization to change or alter fees and booking classifications and all bookings are at the discretion of the Director of The Ranch.

All events are **not** guaranteed the first-right-of-refusal of dates and/or facilities.

In the case of contracting multiple events at The Ranch, before a future date may be contracted, full payment must be received for all previous events held at The Ranch.

The Ranch does not contract an event within an unreasonable amount of time of another similar event.

Policies:

Deposit: The Ranch requires a non-refundable deposit of 50% of the contracted facility rental amount. Deposit is due with the signed agreement, and will be applied to the total invoice. This percentage is not applicable to campus-wide events. Deposit amount for campus-wide events will be determined by the Director of The Ranch.

Cancellations: If the event is terminated less than 90 days from event, the Promoter agrees to pay The Ranch 50% of scheduled rental fees. If terminated less than 45 days from event, the Promoter agrees to pay The Ranch 100% of scheduled rental fees. If the event is re-scheduled within 60 days of the original event date, fees from cancelled event may be applied to the re-scheduled event.

Food & Beverage: Spectra Food Services & Hospitality is the exclusive provider of all food and beverages to be distributed, sold or otherwise dispensed at The Ranch. The Ranch and Spectra Food Services & Hospitality will perform all concessions, catering, and alcohol sales at the facility. No outside food/beverage or alcohol will be allowed.

Alcohol: No outside alcohol may be brought on The Ranch premise. Promoter acknowledges and understands that the facilities are considered a licensed premise as it pertains to the dispensing and selling of alcoholic beverages and in accordance to those policies and procedures set fourth by the Colorado Department of Revenue. Promoter agrees to assist in all reasonable measures to assist with the communication of the policies and procedures of the facility to its patrons, contractors, agents and employees.

Insurance: The Promoter, at its sole expense, must provide general liability insurance covering all of its activities and the activities of its agents, subcontractors and invitees hereunder in the following minimum amounts: for injury to any single person in any single occurrence, \$1,000,000.00; for injury to two or more persons in any single occurrence, \$1,000,000.00. The Ranch (Larimer County Fairgrounds) shall be named as additional insured. The Promoter shall provide to The Ranch a certificate of insurance evidencing that adequate insurance has been provided in accordance with the requirements of this paragraph 5 not later than 60 days prior to commencement of Promoter's use of the facility. The Ranch will notify the Promoter if insurance is required for a meeting room event.

Special Event License & Sales Tax for Vendors: It is the responsibility of all commercial vendors to hold a single event sales tax license and return form from the City of Loveland. For the State of Colorado and Larimer County, vendors must have a Colorado State Sales Tax License or Colorado State Special Event License. If you already have a Colorado State Sales Tax License, please verify that Larimer County is written on it. The State of Colorado Department of Revenue requires each location to have its own sales tax license because the number is tied to the taxing jurisdiction where the money will be sent.

The sales tax rate for special events held at The Ranch is 6.7%, which breaks down to 2.9% for the State of Colorado, 0.8% for Larimer County, and 3.0% for the City of Loveland. If you have any questions, you can contact the Fort Collins Department of Revenue in Fort Collins at (970) 494-9804 or Larimer County Sales Tax at (970) 498-5930 or the City of Loveland Sales Tax office at 970-962-2708.

McKee 4-H, Youth & Community Building: If the event you are scheduling is self-sufficient and the organization is a recognized non-profit, an online rental request form MUST be completed online at <http://www.treventscomplex.com/event-space/booking-forms-policies> . The Ranch's scheduling coordinator will contact you once the application is received and date/space availability is reviewed. Self-sufficient events require no staff or additional equipment from The Ranch.

Community/Nonprofit Events: The signed contract, insurance requirements and any payments to The Ranch must be provided by the non-profit entity to qualify as a Non-Profit event. Non-profit status must be current and registered through the State of Colorado, classified as a 501-C3 or 501-C6.

Non Exclusivity Use: The Ranch is a multi-purpose event complex. Therefore multiple events are contracted and occur simultaneously throughout the year. It must be expected that there will be other events held on The Ranch campus, during your event. All parking lots (unless specifically rented) are first-come-first-served.

Indoor Arena Stall Requirements: Standard events located in the Indoor Arena are REQUIRED to generate at least 150 stall nights during their event. If the minimum stall amount is not met, the organization must pay the Commercial Rental Rate for the facility or meet ancillary income guidelines (per discretion of The Ranch). This applies during the months of May – October only. Indoor Arena = 150 minimum stall nights

Weddings: A deposit of 50% of the estimated facility cost is due when the contract is signed. Contractor must notify The Ranch, in writing, no later than 90 days prior to event of cancellation for a refund. If contractor cancels the event less than 90 days prior to the date of the event, the contractor shall pay 50% of estimated cost. If contractor cancels within 30 days of event date, contractor shall pay 100% of total cost. If a comparable event is booked within 60 days of original event date, 100% of cancellation fees will be refunded or applied to the rebooked event.

Wedding Vendors: The Ranch is not responsible for cancellations, no shows, services not rendered or fees left unpaid to vendors selected in The Ranch's preferred vendor package. Contractor must enter into a contract with each individual vendor. The Ranch only pays The Ranch's negotiated package rate's 50% deposit and final 50% to the vendor once it is collected from the Contractor, based on number of guests at time of contract. It is the Contractor's responsibility to pay additional fees directly to each vendor or recoup refunds from individual vendor. The Ranch does not have an exclusive relationship with wedding vendors.

Tents: All events requiring a tent larger than 20'x20' must be arranged through The Ranch staff.

Ticket Fees: Tickets sold at the door day of event will be charged \$1/per ticket sold at \$6 and up and \$.50 per ticket sold at \$5.99 and under.