TRIPLE B RANCH
WEDDINGS + EVENTS

Wedding Ceremony and Reception Contract

Congratulations on your engagement or upcoming event! Thank you for considering Triple B Ranch Weddings and Events, LLC for your wedding ceremony and reception or family reunions or other events. Our availability runs May through December and we can host weddings, receptions, or parties any day of the week. Our lawns and Arena can accommodate up to 300 guests.

To reserve a date and time for your event, please fill out and sign this contract and mail it with your deposit (checks to be made out to Triple B Ranch Weddings and Events, LLC) or call us, 406-250-3409. Please mail all correspondence to:

1187 Hodgson Road Columbia Falls, MT 59912

Date of Event: _____ Start Time: _____ Est. # of Guests _____

To rent the Wedding/Reception/Event site is $ _____ (50% due when reserving). The deposit will be applied to the final bill. A $500 refundable cleaning deposit is required to be paid with the 50% deposit. Triple B Ranch Weddings and Events, LLC, "Triple B Ranch", will furnish the 80' x 160' 12,000 square foot heated, Indoor Arena. The balance of the facility rental fee will be due 90 days prior to your event. **Wedding/Event dates can only be held for three (3) business days prior to receiving your signed Lease Contract and deposit.** Please realize that if you have booked a wedding or event, other brides or clients will be turned away from your date. Should you choose to reschedule your wedding/event to another date a $25 administration fee will be assessed if more than two (2) weeks have passed since the initial contract was signed.

I, _____, understand that I need to cancel 6 months prior to my event date to receive a 60% refund. My deposit is non-refundable if Event is not canceled 6 months prior to Event date.

Included in Your Rental

On-site parking, a hair and make-up room for the bride and her attendants, an indoor Arena with a Western Saloon and two bathrooms, tables and chairs for up to 300 guests for the reception area only (for more than 300 guests you will need to provide additional tables and chairs), banquet, cake, beverage & gift tables, sound system for indoor or outdoor ceremony, indoor kitchen with two freezers and one refrigerator, custom lighting, dance floor, wedding trellis, an outdoor 30' Gazebo with bar, a horse carriage or sleigh for pictures, use of all gardens and landscaped areas for photography the day of and before and following the ceremony, electricity and water hook-ups, security, and a staff member to assist with the rehearsal and wedding day/event. A one-bedroom **Apartment** is included for your use Friday 4 pm through Sunday at noon. Please

note that we only allow 2 people to stay overnight in the Apartment. If we find you are in violation of this policy $300 will be deducted from your Cleaning/Security Deposit.

Ceremony Rehearsals

Rehearsals can take place one (1) day prior to your ceremony, during the day or early evening. You are welcome to use the Indoor Arena and surrounding lawn and outdoor log Gazebo for a rehearsal dinner. You are responsible for cleaning up the area so it is ready for the reception. All guests must be off the property by 10:00 pm.

Ceremony FYI

Guests should be encouraged to arrive at least 30 minutes prior to the ceremony and park in our main parking area. Walking to the ceremony site from our parking lot takes about 5 minutes in dress shoes. There is a handicapped parking area and a shuttle that will be provided with a driver on the wedding day for any guests preferring not to walk to the Ceremony or Reception areas. We request you provide all guests with **written** directions to the venue, to avoid disruption to our property neighbors.

Weather may play a part in the preparation of the resort grounds and wedding/reception sites. Triple B Ranch Weddings and Events, LLC will make every effort to ensure these sites meet their standards, but cannot guarantee the appearance of any property, including the wedding site. In general, our annual and perennial flowers are in full bloom in June and will last until the first frost (late September/early October). When rain is forecasted, we suggest the ceremony be moved to the Indoor Arena.

Please note: Triple B Ranch offers the property and its amenities as well as handling all traffic/guest control such as car parking, shuttling, signage, etc. We do not get involved in hanging decorations, loading and unloading trucks, shuttling furniture and other items to different parts of the property etc. If you see a need for such help, please find/hire help to assist you with these things. We want the property to be at its best, and our staff has a lot of responsibility and a list of things that they need to get done in preparation for your upcoming wedding or event. Therefore, we are unable to break away and spend time helping with outside preparations.

Terms of Agreement

1. A **Certificate of Insurance** for the **day prior and the day of** the event will be required and will name Triple B Ranch Weddings and Events, LLC and Nicholas G. Lombardi Irrevocable Trust as additionally insured. Proof of Insurance MUST be submitted to our office no later than 2 weeks prior to the Event. (See **Liability and Indemnification**)
2. Triple B Ranch Weddings and Events, LLC must approve disc jockeys. Compliance with noise ordinances will be strictly enforced.
3. On weekends music must stop by 11:00 pm and guests must be off of the property by 11:30 pm. On weekdays music must stop by 9:00 pm and guests must be off of the property by 10:00 pm.
4. All alcohol will be contained and cease to be served by 10:30 pm. **Please note that smoking inside the Arena is not allowed. No glitter is allowed anywhere on the property.** Only battery operated candles are permitted in the Arena.

5. Ninety (90) days prior to the event, the balance will be paid in full.
6. The site will be restored back to the condition in which it was presented. See **Exhibit A**. I understand that a $500 cleaning deposit is required to be paid with the Wedding/Event deposit. Upon completion of Exhibit A to the satisfaction of the Manager of Triple B Ranch, the $500 deposit will be refunded.
7. Arrangements for delivery and pick-up of any rental equipment will be made ahead of time so as not to conflict with any other events. Triple B Ranch will assume no responsibility for damage to any equipment left on the premises.
8. I understand that a one-bedroom **Apartment** is included in the Wedding Package and is for the use of one individual or a couple only, for the purpose of a convenient location at the Venue. This policy is strictly enforced—if not adhered to and more than 2 people have stayed in the Apartment, a deduction of $300 will be deducted from the cleaning/security deposit. I understand that two nights are included in the Package from Friday 4 pm until Sunday 12 pm (noon). Additional nights may be purchased at $225 per night based on availability. The **Apartment** can also be used for the Bride and Bridesmaids prior to the Wedding, it is not to be used for overnight alcohol consumption. There are **no parties, smoking, animals** allowed in the **Apartment. No alcohol is to be served other than the evening of the rehearsal party and the day of the event.** I realize that I take full responsibility for any damage.
9. It is understood that it is the responsibility of the person signing this agreement to comply with all local and state laws in reference to **Covid-19**. They will be required to contact the local Health Department (406-751-8110) to get the most resent guidelines for conducting weddings. If required by the Health Department, they will be required to go online and fill-out the required form that can be found on the health department's website; https//flatheadhealth.org. A copy of the health department's approval letter and suggested guidelines will be required.
10. A separate dressing room is provided for the Groom and his attendants.

Liability and Indemnification:

The Lessee is necessitated to provide a **Certificate of Insurance** for the day prior to **and** the day of the event, with **Triple B Ranch Weddings and Events, LLC and Nicholas G. Lombardi Irrevocable Trust** as additional insured entities. The policy's coverage should amount to $1 million USD, inclusive of Liquor Liability. This can be procured either via your homeowner's insurance, Fireman's Fund (800-ENGAGED), Tamarack Insurance, or other options listed on our website. A minimum of $10,000 Medical Payment policy is mandatory. Only certified and licensed bartenders are permitted to serve alcohol. A copy of the Event insurance and Certification and License for bartenders is mandatory to be to the Triple B Ranch office before the Event.

The Lessee shall bear full responsibility and liability for any loss incurred at Triple B Ranch Weddings and Events, LLC. This includes but is not limited to pathways and driveways, any theft, disappearance, damage or injury to goods, wares, merchandise, and property of any kind, including and without limitation to the property of the Lessee or Triple B Ranch Weddings and Events, LLC and property of employees and guests. This encompasses injury to any person in connection with the Lessee's use of the venue for any reason. The Lessee is obligated to indemnify and absolve Triple B Ranch Weddings and

Events, LLC from any loss, liability, legal actions, suits, claims, and any associated attorney's fees or expenses that may arise from the Lessee's use of the venue. The Lessee acknowledges that alcoholic beverages will not be served past 10:30 pm and is responsible for ensuring safe transportation of any impaired attendees.

The Lessee renounces the right to claim or seek consequential or special damages for any action, omission, or violation of this Agreement by Triple B Ranch Weddings and Events, LLC or its agents, employees, or subcontractors. The Lessee concurs that the liability of Triple B Ranch Weddings and Events, LLC for any validated damages shall not exceed the fees paid under this Agreement.

All reservations mandate payment of the full balance ninety (90) days before the event. Cancellations must be coordinated directly with the Reservation Manager at 406-250-3409.

Arbitration:

Any and all disputes or disagreements rising between the parties out of this agreement upon which an amicable understanding cannot be reached, shall be decided by arbitration in accordance with the procedural rules of the American Arbitration Association. The parties agree to be bound by the decision of arbitrator (s). The arbitration proceeding shall take place in Flathead County, Mt. The cost and expenses of the arbitration shall be shared equally by the parties. Each party shall be responsible for its own costs and expenses in presenting the dispute for arbitration.

Venue and Jurisdiction:

The laws of the state of MONTANA shall govern this agreement and any resulting arbitration shall take place within Flathead County, Mt. The parties assume responsibility for their own collection and legal fees incurred should enforcement of this agreement become necessary.

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WEDDINGS + EVENTS

The Lessee is responsible for arranging and paying vendors for everything related to the ceremony including catering, bar tending, music, flowers, photography, transportation, and officiate.

Signature

Printed Name

Date

Street Address Number Home Phone

E-mail Address

City State Zip Code Cell

Bride's Name

Groom's Name

If you have any questions regarding the above information, to check a date or to set up an appointment to speak with your wedding/event coordinator, please feel free to contact us at 406-250-3409.

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WEDDINGS + EVENTS

EXHIBIT A

AFTER WEDDING CLEAN UP CHECK LIST

I understand that we are responsible for doing the following clean-up after the wedding. I also understand that we have until Sunday 3 pm to have this completed. I am aware that this deposit also serves as a security deposit. I realize that if any property of Triple B Ranch Weddings & Events is damaged for use of my Wedding (or Event—for Business & Personal), the cost of such damage may be deducted from the $500 deposit. Please note it is not normally in a Wedding Planner agreement that they show up the next day after the Wedding to help clean up. That would be something you need to discuss with the Wedding Planner. Otherwise, please make other arrangements for doing the below list.

A $500 cleaning deposit needs to be paid with your deposit for your wedding. This will be refunded upon the completion of the below items:

1. Barn Kitchen
2. Groom changing room/Ping Pong room
3. All trash cans emptied, and clean bags inserted **(bags are provided by Triple B Ranch)**
    a. (Please give attention to outdoor trash cans and cans in Arena bathrooms and Saloon)
4. Pick up all trash in ceremony area, inside Arena and Arena area including all parking areas. Triple B Ranch will provide a Flatbed Truck in which all trash bags are to be placed. Triple B Ranch will be responsible for disposal of trash bags. **Please do not drag full trash bags on the floor. Use the cart provided.**
5. Wipe down inside of refrigerator if used
6. Before leaving the Apartment, the key to the Apartment needs to be returned. If it is not returned a $35 fee will be deducted from the $500 cleaning fee refund.
7. Wipe down tables and chairs
8. Clean Bridal party make up room
9. Although all trash needs to be picked up, Triple B staff will do the final mopping and cleaning
10. All tables and chairs can remain in place and do not need to be moved or put away

Apartment is to be vacated by Noon Sunday

Arena --- all personal items need to be completely removed and the area cleaned by 3 PM Sunday

_____ [Optional]—I choose to forfeit the $500 cleaning deposit and have Triple B Ranch staff do the above cleaning.

[Optional] --- Address to mail refund _____

_____ Signed _____ Date

TRIPLE B RANCH
WEDDINGS + EVENTS

Pre-Wedding Worksheet for the Bride and Groom

Bride's Name: _____ Date of Wedding: _____

This form needs to be filled out no later than 1 week prior to the Wedding date. This form will help Triple B Ranch Weddings & Events, LLC to set up your Wedding Venue for your Reception.

1. How many rectangle tables do you want set up for the buffet, desserts, and gifts? _____

2. How many round tables do you want? _____

3. How many are in your Wedding Party including the Bride and Groom? _____

4. Will your Wedding Party sit with the Bride and Groom or do you want your own table just for the Bride and Groom? ☐ They will sit with Bride and Groom. ☐ They need their own table.

5. Where do you want the Wedding Party table set up?

   a. In front of the white drapes ☐
   b. On the back wall ☐
   c. In front of the entrance doors ☐

6. Do you want the horse & carriage and/or the sleigh? ☐ Horse & carriage ☐ Sleigh ☐ Both

7. On the day of the Wedding, Triple B Ranch Weddings & Events, LLC will have a representative on site. They will need the ability to communicate with someone in your group throughout that day. Please provide the name and cell phone number of the contact person. This could be the Wedding Planner or whomever is overseeing the entire Event.

Name _____ Phone(s) _____

8. Which altar do you want—choose from the pictures below---#1-#5 _____
Please note #5 can <u>only</u> be used in front of the pond and fountain.

9. Where on the property do you want the altar located?
_____

10. Are you planning a cocktail hour outside the Arena prior to allowing guests inside the area for the reception? ☐ Yes ☐ No Comments: _____

11. Will you be using the property for a rehearsal and party the day prior to the Wedding Day? If so, approximately how many will be attending? ☐ Yes ☐ No # Attending: _____

12. Are you offering shuttle service to your guests? ☐ Yes ☐ No

13. Do you need Trible B Ranch to provide parking lot spaces for shuttle parking? ☐ Yes ☐ No

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WEDDINGS + EVENTS

ALTAR SELECTIONS