



EVENT GUIDELINES

Decorating

- ❖ No tacks, pins, nails, tape, glitter (small or large), jelly beans or other items making holes, dents, scratches, etc. and damage facility. We highly suggest floral wire.
- ❖ Guests may not move or remove any item. Furnishings & Wall Decor (including glass table, buffet, organ, piano, tv, or paintings) may not be moved. Wood floors scratch, pianos become mistuned. The Double B Staff will be happy to move items for you at a rate of \$50.00 per hour (no proration). Note: this rate applies to each "moving from/to" and "moving back". Such moves must be agreed to prior to the event in the event contract.

Alcohol

- ❖ The Double B Ranch & Resort is prohibited by the TABC to sell or serve liquor, wine, or champagne. The lead contact may designate a reasonable person to assume a responsible serving.
- ❖ The Double B Ranch & Resort may serve beer. Because the Double B can sell beer, guest cannot. Guests, therefore, are not allowed to bring to or sell beer at the event.

Primary/Lead Guest Contact

- ❖ One person must be designated as the lead contact. The Double B Staff works with that contact and takes instruction *only* from that contact. (In wedding, this is generally the Mother of the Bride). The bill of any guest who leaves without paying will be billed to that lead contact.
- ❖ Responsibilities:
 - Identify the sponsor of the event and inform Double B.
 - Identify and provide names of persons staying in rooms to Double B. Contact those staying to promptly call the Double B to reserve their room.
 - Prior to any event, the Lead Contact must obtain proper Releases and Consents for Ranch activities from the group or party. Note: Without the releases, the event may be cancelled and guest will forfeit non-refundable deposit.
 - The Lead Contact is responsible for settling all outstanding balances prior to the event. Supplementary items "as needed" will require an additional settlement.
 - Lost keys will be billed at \$75.00 (minimum rate for a locksmith trip).
 - Items are inventoried. Lost or stolen items will be billed accordingly for replacement cost(s) which includes locating and procuring that replacement item.

Other Items

- ❖ When in doubt, bring ice. Ice chests work fine.
- ❖ When in doubt, ask.

Client's Signature:	Double B Ranch & Resort:
Date:	Date: