

CRYSTAL LAKE RANCH RESORT  
WEDDING VENUE CONTRACT AND CANCELLATION POLICY

This Wedding Venue Contract (the "Agreement") is entered into on [DATE] by and between:

Crystal Lake Ranch Resort  
205 Crystal Lake Ranch Trl  
Broken Bow, OK 74728  
Phone: (580) 313-8400  
Email: [crystallakeranchresort@gmail.com](mailto:crystallakeranchresort@gmail.com)  
(hereinafter referred to as the "Venue")

AND

[CLIENT NAME(S)]  
[CLIENT ADDRESS]  
[CLIENT PHONE]  
[CLIENT EMAIL]  
(hereinafter referred to as the "Client")

1. EVENT DETAILS

Event Date: \_\_\_\_\_  
Event Start Time: \_\_\_\_\_  
Event End Time: \_\_\_\_\_  
Expected Number of Guests: \_\_\_\_\_  
Selected Venue Space: \_\_\_\_\_

2. RENTAL FEE AND PAYMENT SCHEDULE

Total Rental Fee: \$ \_\_\_\_\_  
Deposit Amount (30%): \$ \_\_\_\_\_  
Balance Due Date: \_\_\_\_\_

Payment Schedule:

- 30% non-refundable deposit due at signing
- 50% due 180 days before the event
- Remaining balance due 30 days before the event
- We will provide a payment schedule based on your needs

### 3. CANCELLATION POLICY

The following cancellation policy applies to all wedding bookings:

a) All deposits are non-refundable.

b) Cancellation fees will be assessed according to the following schedule:

- Cancellation more than 180 days before the event: 30% of total rental fee
- Cancellation within 180 days of the event: 50% of total rental fee
- Cancellation within 30 days of the event: 100% of total rental fee

c) Date Changes:

- Any change of date is considered a cancellation
- Based on availability, a new date may be selected with a \$1500 transfer fee
- Original cancellation fees may still apply

d) Force Majeure:

In the event of circumstances beyond the control of either party (such as acts of God, government restrictions, pandemics, or natural disasters), either party may terminate this agreement. In such cases, the venue will work with the client to reschedule the event or provide a prorated refund based on expenses already incurred.

### 4. INSURANCE REQUIREMENTS

The Client must provide proof of event insurance with minimum coverage of \$1,000,000 in liability coverage naming Crystal Lake Ranch Resort as an additional insured. Insurance documentation must be provided 30 days before the event.

### 5. VENUE AMENITIES INCLUDED

- Access to the venue for the amount of days on the reservation
- Tables and chairs for the amount of guests agreed
- Basic setup and cleanup
- Parking facilities
- Access to bridal suite and groom's room
- Use of kitchen facilities
- On-site venue coordinator
- [Additional amenities as applicable]

### 6. CLIENT RESPONSIBILITIES

- Provide final guest count 14 days before the event
- Ensure all vendors provide proof of insurance
- Adhere to venue rules and regulations
- Remove all personal items and decorations after the event
- Ensure guests follow venue policies
- Obtain necessary permits and licenses

7. VENUE RULES AND REGULATIONS

- No smoking inside the facilities
- All music must end by [12:00am] per local ordinances
- No confetti, glitter, or similar materials
- All decorations must be approved by venue management
- Alcohol service must be provided by licensed vendors only or under your own responsibility
- [Additional rules as applicable]

8. INDEMNIFICATION

The Client agrees to indemnify and hold harmless Crystal Lake Ranch Resort, its employees, and representatives from any damages, costs, or expenses, including reasonable attorney fees, which may arise as a result of the Client's use of the facility or the actions of their guests.

9. SIGNATURES

This Agreement constitutes the entire understanding between the parties. Any changes must be made in writing and signed by both parties.

Venue Representative:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Client(s):

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return signed contract with deposit to:

Crystal Lake Ranch Resort  
 Wedding Coordination Team  
 205 Crystal Lake Ranch Trl  
 Broken Bow, OK 74728  
 Email: [crystallakeranchresort@gmail.com](mailto:crystallakeranchresort@gmail.com)  
 Phone: 580-313-8400