



CRYSTAL LAKE RANCH

Vacation Rental, Wedding & Event Agreement

This Vacation Rental, Wedding & Event Agreement ("Agreement") is entered into between **Crystal Lake Ranch QOZB**, an Oklahoma limited liability company ("Crystal Lake Ranch," "Venue," "Ranch," or "Landlord"), and the undersigned client ("Guest" or "Client").

Client acknowledges that by signing this Agreement and/or booking, paying for, entering, occupying, or using any portion of Crystal Lake Ranch, Client agrees to be legally bound by all terms herein. Client is responsible for all guests, invitees, visitors, vendors, and attendees.

1. PROPERTY DESCRIPTION

Crystal Lake Ranch is a private approximately 70-acre property located at:

205 Crystal Lake Ranch Trl, Broken Bow, OK 74728

Phone: (580) 956-1144 | Email: crystallakeranchresort@gmail.com

The Premises includes the reserved cabin(s) and associated ranch areas, including common areas, pavilion/event spaces, decks/patios, ranch roads, trails, lakes/ponds, parking areas, and designated amenities. Crystal Lake Ranch is private property and not a public venue.

2. CHECK-IN / CHECK-OUT

Check-in: After 3:00 PM **Check-out:** By 11:00 AM

Early check-in or late check-out must be approved in writing and may incur additional fees. Unauthorized late check-out may result in a **\$100 per hour charge**. No refunds are issued for late arrivals or early departures.

3. PAYMENT TERMS (WEDDINGS / EVENTS)

If the reservation includes a wedding or event (including vendors, rentals, amplified music, alcohol service, or guest counts exceeding lodging occupancy), the following schedule applies unless otherwise agreed in writing:

- 30% non-refundable reservation deposit due at booking
- Minimum 50% paid six (6) months before the event
- 100% balance due sixty (60) days before check-in

All add-ons (rentals, furniture packages, upgrades, extra services, additional areas, etc.) must be paid no later than thirty (30) days before the event date.

Payment plans may be arranged through the booking platform; however, all balances remain due by the deadlines above.

4. CARD AUTHORIZATION HOLD

A card authorization hold of **\$1,500** is required for all reservations and must be completed prior to check-in via the link provided in your pre-arrival check-in form.

This is not a charge — no funds will be collected unless damages, excessive cleaning, or policy violations are documented during the post-checkout walkthrough. If the property is left in good condition, the hold is released automatically within 5–7 business days after checkout.

Crystal Lake Ranch reserves the right to capture all or part of the authorization hold toward any damages, additional cleaning fees, or policy violation charges incurred during your reservation.

5. STRICT NO-REFUND POLICY

All payments are non-refundable, with the exception of the refundable security deposit described in Section 4. No money paid will be returned at any time for any reason, including but not limited to: cancellations, weather, travel issues, illness/injury, vendor issues, utility interruptions, government restrictions, or failure to use the property.

At the sole discretion of Crystal Lake Ranch, payments may be applied as a credit toward a future available reservation date, but refunds will not be issued.

6. CANCELLATIONS / DATE CHANGES

Any cancellation results in forfeiture of 100% of all amounts paid. Date changes are considered cancellations.

If approved by Crystal Lake Ranch (in its sole discretion) and subject to availability, a date transfer may be offered with a **\$1,500 transfer fee**. Pricing, availability, and amenities may change.

7. AGE / OCCUPANCY / FALSIFIED RESERVATIONS

Primary booking Guest must be at least **25 years old** and must remain on property during the reservation.

All guests must be registered. Over-occupancy, unauthorized visitors, or falsified reservations may result in immediate eviction without refund.

8. EVENTS, GATHERINGS & VENDORS

Any event involving vendors, rentals, catering, bar service, amplified music, or services must be approved in advance.

All vendors must:

- Be properly licensed in the State of Oklahoma (as applicable)
- Carry general liability insurance
- Provide an Additional Insured Endorsement naming Crystal Lake Ranch QOZB as additional insured

Insurance documentation must be submitted at least 30 days prior to the event. Vendors without required documentation may be denied access. Crystal Lake Ranch will provide vendors with insurance submission instructions upon request.

Unauthorized events may result in termination of the reservation without refund.

9. EVENT LIABILITY INSURANCE (REQUIRED)

Weddings and events require **\$1,000,000 general liability event insurance**, naming Crystal Lake Ranch QOZB as Additional Insured. Proof is due 30 days prior to the event. You may purchase event insurance through a vendor of your choice.

Failure to provide insurance may result in cancellation without refund.

10. QUIET HOURS / DEVELOPMENT RULES

Crystal Lake Ranch is within a private development community. Guests must respect neighboring properties.

Quiet hours begin at **11:00 PM**. Amplified music must end according to local ordinances and venue direction. Excessive noise or disruptive behavior may result in termination of the event without refund.

11. SMOKING / ILLEGAL SUBSTANCES

No smoking indoors or on decks. No illegal substances. Violations may result in eviction, additional cleaning fees, and forfeiture of all payments.

12. DECORATION, FIRE & FIREWORKS POLICY

- No confetti or glitter.
- Open flames are not permitted for table décor. Candles are allowed only if fully enclosed in glass containers/vases designed for candle use.
- Fires permitted only in designated fire pits provided by the venue. Fire pits may not be moved or altered.
- Fireworks are prohibited unless approved in advance by management and performed by a licensed and insured professional fireworks vendor, providing an Additional Insured Endorsement naming Crystal Lake Ranch QOZB.

13. FURNITURE, INVENTORY & CLEANUP POLICY

Guests and vendors may not move venue furniture, décor inventory, tables, chairs, or equipment without prior permission.

Venue staff will clear venue-provided furniture and equipment the morning after the event. Guests are not required to remove venue furniture.

Guest is responsible to:

- Place all trash in designated bins with lids secured
- Remove personal belongings and personal décor after the event or by the following morning (unless otherwise approved)
- Return any moved items, supplies, or inventory to their designated location

If furniture/equipment is moved, misplaced, damaged, or not returned, Crystal Lake Ranch may charge a reset fee and/or additional cleaning fee.

14. PET POLICY

Pets are allowed only with prior written approval. **Pet fee: \$150 per stay**, includes up to two (2) small pets.

Pet rules:

- Pets must be supervised at all times
- Pets are not permitted on beds or furniture
- Pets must not disturb neighbors or wildlife
- All pet waste must be cleaned immediately
- Guest is responsible for any pet-related damage or extra cleaning

Unauthorized pets may result in additional cleaning fees and/or removal from the property without refund.

15. UTV RENTAL & OFF-ROAD POLICY

UTV rental rate: **\$250 for a two-night rental period** (if selected/available).

UTV rules:

- Drivers must be 21+ with a valid driver's license
- Speed limit: 15 mph
- Operate only on designated ranch roads/trails
- No driving after dark / no after-hours driving
- No reckless driving and no alcohol/drug use while operating

Guests are responsible for any damage, towing, recovery, or excessive cleaning related to UTV use.

16. ASSUMPTION OF RISK

Crystal Lake Ranch is a rural property with natural terrain, water features, wildlife, outdoor structures, recreational areas, and activities. Guest voluntarily assumes all risks associated with entering and using the property.

17. LIABILITY RELEASE / INDEMNIFICATION

Guest releases Crystal Lake Ranch QOZB, its owners, employees, agents, and contractors from liability for injury, illness, death, loss, or damage occurring on the property, except where prohibited by law.

Guest agrees to indemnify and hold harmless Crystal Lake Ranch QOZB from any claims, damages, costs, or attorney fees arising from Guest's stay, event, guests, invitees, or vendors.

18. VIDEO SURVEILLANCE

Exterior security cameras may be used for safety and compliance. Tampering may result in eviction and forfeiture of payments.

19. GOVERNING LAW

This Agreement is governed by the laws of the State of Oklahoma. Exclusive venue: McCurtain County, Oklahoma.

20. ACCEPTANCE

By booking, paying, or occupying the property, Guest confirms they have read and agreed to this Agreement.

Property Address: **205 Crystal Lake Ranch Trl, Broken Bow, OK 74728**

Phone: (580) 956-1144 | Email: crystallakeranchresort@gmail.com

SIGNATURES & ACCEPTANCE

By signing below, Client confirms they have read, understood, and voluntarily agreed to all terms and conditions of this Vacation Rental, Wedding & Event Agreement.

Client / Guest Signature: _____ **Date:** _____

Client Printed Name: _____ **Event Date:** _____

Second Guest Signature: _____ **Date:** _____

Crystal Lake Ranch Representative: _____ **Date:** _____