



## Rio Linda/Elverta Historical Society

PO Box 478  
Rio Linda, California 95673-0478  
Phone: (916) 991-3910  
Founded 1991



# Contract for Use of Dry Creek Ranch Grounds For Weddings, Receptions & Large Events

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Client(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Client Phone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### CONDITIONS AND RESPONSIBILITIES OF RENTER

*Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping the Dry Creek Ranch a well maintained and safe location for future use.*

### DEPOSIT/RENTAL FEES

A signed contract and date-hold deposit fee of \$500.00 must be received to reserve your date(s) and time(s). The balance of your rental fee is due 60 days prior to your event. The fee for weddings, receptions and large events is \$1,500.00. No events of 500 or more guests are permitted. The deposit fee may be refunded if the facility and grounds are left clean and undamaged, or if the event is cancelled 90 days prior to the reserved date. An inspection will be made after the event and you will be contacted regarding the possible deposit refund. The grounds must be left clean and free of man-made debris such as bottle caps, straws, bottles, broken glass, plastics or crockery and cigarette butts. If items such as sprinklers are damaged, the cost to replace them will be deducted from the deposit.

### PAYMENTS

Checks or money orders should be made payable to **Rio Linda/Elverta Historical Society** or **RLEHS**. We accept cash. We do **not** accept credit cards.

### EVENT RENTAL TIMES

The Dry Creek Ranch grounds are rented for the time stated above and no events are permitted to extend beyond those times. Set up the day before or the day of the event is permissible. For weddings, a rehearsal may be held the night before the actual event. All events must end by 10:00 p.m. but cleanup is permitted until midnight. Additional clean up time is permitted until noon the next day. Rental clients and their guests are not permitted to stay beyond midnight of the day of the event and there is no overnight camping. **Set up and clean up time is not an extension of the event time.**

### RESPONSIBILITIES REGARDING GUESTS

Rental clients are responsible for their guests and must ensure their good behavior. Intoxicated guests must leave by 10:00 p.m. and it is the responsibility of the rental client to ensure those guests have departed.

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**EXTENT OF RENTAL AGREEMENT**

This contract provides for the rental of the Dry Creek Ranch grounds surrounding the ranch house and extending out to the parking area. Use of the Dry Creek Ranch House is prohibited. Clients may use the cement pad on the north side of the ranch house as well as the grounds on all sides. No amenities are provided such as tables and chairs, tents, paper goods, kitchen equipment or barbecues. Clients are permitted to use the Society’s picnic tables during their event, but all tables must be returned to their original position at the end of the event. Client must provide the items deemed necessary for the event. Two public restrooms, ADA accessible, are provided and maintained by the society. Rental clients and their guests must stay in the designated areas and are not permitted around the mobile home and the shop.

**SITE DECORATION**

The Society wants to make every event a special and welcome experience. Therefore, every effort will be made to allow renter client to prepare decorations reflecting their creative requirements. This can usually be done the day of the event or if agreed to, the day before. Lights may be wrapped around the trees but **may NOT be hung from the trees. Absolutely no nails, screws, staples or penetrating items are to be used on the trees or the ranch house.** The Society can provide some poles for stringing lights. Any damage to trees or the ranch house will be deducted from your deposit.

**LARGE TENTS AND DECORATIONS**

Large tents and other decorations such as dance floors may be brought in and used providing permission is granted from the Society and the Caretaker. Placement of such items must be approved by the Society and/or the Caretaker.

**LIVE MUSIC/DJs/NOISE**

**NO LIVE BANDS or MUSIC.** DJs must be willing to keep music levels at 65 decibels or lower. This includes speakers and any announcements. Clients are reminded that the Dry Creek Ranch grounds are located next to a residential area and that they must be respectful of nearby neighbors. In the event the client’s event creates a disturbance due to high noise volume, the Caretaker or the Society has the full authority to ask the client, DJ or music presenter to turn the entertainment down and/or off. If repeated disturbances are created, the Caretaker has the right to stop all noise. **If this happens, the deposit will not be refunded. All music must end by 10:00 p.m.** There are **NO exceptions.**

**CONDUCT**

There is absolutely no drug use permitted on the Dry Creek Ranch grounds. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Client and guests shall always use the grounds in a considerate manner. During events serving alcohol and alcoholic beverages, the client is responsible for their guests at all times. All legal consequences and ramifications are the sole responsibility of the rental client.

**PARKING**

Parking must be in the designated area. A small number of vehicles may park along the driveway of the ranch house, but not on both sides and a clear path must be maintained at all times for fire and emergency vehicles. No driving is permitted within the designated event area and caution must be used at all times to prevent damage to the irrigation system sprinklers.

**CARETAKER**

Rental clients will be contacted by our caretaker in order to coordinate the timing and preparation for the event. The caretaker can advise rental clients regarding what is allowed and what is not. The caretaker will also monitor all music and has the right to demand music levels be lowered if they become excessive.

**GUEST DEPARTURE POLICY**

**It is the responsibility of the rental client(s) to ensure that all guests and members of their group depart the Dry Creek Ranch not later than midnight of the day of the event. This includes any intoxicated guests who try to stay beyond the length of the event. Failure to comply with this policy could result in loss of deposit refund.**

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**INSURANCE**

Special Event Liability insurance is required of all renter clients and **proof of insurance must be provided no later than ten (10) days prior to the event.** The insurance required shall have a single limit liability of not less than \$1 million **and must name the Rio Linda/Elverta Historical Society and Sacramento County Regional Parks** as an additional insured of the policy.

**NAME OF INSURANCE COMPANY:** \_\_\_\_\_

**CLEAN UP AND TRASH REMOVAL**

Clients are responsible for cleanup of all trash and man-made debris. This includes, but is not limited to, bottle caps, straws, bottles and cans, broken bottles and crockery. Trash cans are provided for the trash, but excessive trash such a boxes, containers and cartons, must be hauled away by the rental client. Clean up may take place up until midnight of the day of the event and must be completed by noon of the following day. Failure to clean up the Dry Creek Ranch grounds will result in loss of deposit.

**MEMORIAL ROSE GARDEN and HISTORICAL EQUIPEMENT**

The Memorial Rose Garden may be used for taking photographs only. Guests and children are **not permitted** to play in the rose garden or the water fountain. Damage to the rose garden, items in the garden or the water fountain, including rocks in the fountain, will result in a loss of deposit fee. Guests and children are also prohibited from climbing on any historical equipment on the Dry Creek Ranch Grounds.

**FIRE IN FIRE PIT**

Small fires are permitted in the fire pit providing client notifies Sac Metro Fire Department that they will be having a small attended fire. Client is responsible for bringing firewood for the fire and for ensuring the fire is properly distinguished before they leave for the night.

**PERSONAL PROPERTY, LOST AND FOUND**

The Society and the Caretaker take no responsibility for personal effects and possessions, food and beverages, decorations or any other items left on the premises before, during or after the event. These are solely the responsibility of the renter client. We do, however, maintain a lost and found and will hold recovered items up to 30 days.

**CANCELLATIONS**

Generally, deposits may be refunded if the event is cancelled 90 days or more before the event. If less than 90 days before the event, a partial refund may be made.

**By signing this contract, you acknowledge the policies set forth and agree to abide by them.**

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

Client’s signature

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

RLEHS agent signature

**RLEHS Contact: Joyce Buckland: (916) 335-4359**

**Mailing address: Rio Linda/Elverta Historical Society, PO Box 478, Rio Linda, CA 95673-0478**

**Physical address: 6852 Dry Creek Road, Rio Linda, CA 95673. (Do not mail to this address—the Dry Creek Ranch property is strictly a physical location).**

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_