

Blackstone Rivers Ranch Event Policies 2016 Season

GENERAL EVENT POLICIES:

Animals

Animals are not permitted on Blackstone's Facilities unless they are specifically trained as assistance animals, properly identified as such, and accompanied at all times by the individual responsible for the animal. Documentation of an assistance animal's certification must be received by Blackstone 30 days prior to the event.

Beverages

All beverages, wine, beer, and soda must be purchased from Blackstone. No outside beverages other than Client's Caterer/Vendor furnishing water, iced tea, or coffee are allowed. Any outside alcoholic beverages will be confiscated and not returned. Blackstone is licensed as a bar and is the only entity that can distribute alcohol on Blackstone's premises or at the Event.

Blackstone has a zero tolerance policy for underage drinking under Colorado law. Blackstone will strictly enforce the legal drinking age of 21. If Blackstone finds underage guests are being served alcoholic beverages by Client's family or friends, those persons providing the drinks to minors and the minors will be required to leave the Event.

All bar and liquor service will be in compliance with local and state law. Bar service shall end thirty (30) minutes prior to the end of the Event. Any continuous alcohol service lasting for more than three (3) hours is at the discretion of Blackstone's manager on duty.

Decorations

The use of birdseed, rice, confetti, glitter, fog machines, pyrotechnics, artificial flower petals, aerial favors, sparklers, piñatas, balloons or fireworks is strictly prohibited on Blackstone's premises.

Any use of candles must be approved by Blackstone. All candles must be contained or enclosed in glass. The flame must not reach higher than two inches below the height of the glass.

The only adhesive material allowed on the walls, pillars, or trees is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decorations must be freestanding. Nails and staples may not be used.

All decorations must be removed without leaving damages directly following the departure of Client's last guest unless special arrangements have been made between the Client and Blackstone. Blackstone's staff and management are not responsible for decorations, centerpieces, equipment, or any items left after the Event.

Deliveries

All arrangements for deliveries, set-up and break-down is allowed to begin 2 hours prior to the beginning of the event. Any other arrangements must be cleared in advance with Blackstone's Event Manager and unscheduled deliveries may be refused.

Blackstone Rivers Ranch Event Policies 2016 Season

Event Manager

Upon execution of the Blackstone's Special Event Agreement, Client will be assigned a Blackstone Event Manager who will assist Client in coordinating the staff and services available at Blackstone.

The Event Manager will be Client's primary contact with Blackstone. Client will be able to have 1 formal onsite meeting with the Event Manager and their Event Planner approximately 120 days prior to the event to confirm all details and perform a final walkthrough. Client will be able to contact the Event Manager via cell phone or 2-way portable radio on the day of the Event.

Fire Pit

At Blackstone's sole discretion, a Creekside Fire Pit may be made available at the Facility for use in an Event at Client's request. If Client requests use of the Fire Pit, Client assumes all obligations and risks of the Fire Pit's use and agrees to indemnify and hold Blackstone harmless from any damages arising from the use of the Fire Pit, except negligence of Blackstone personnel if they are solely responsible for damages at issue. Client's request for use of the Fire Pit does not guarantee the Fire Pit will be available. Blackstone may determine in its sole discretion that the Fire Pit will not be open for use at the Event due to weather conditions, fire bans, or any other reason and no adjustment to Event fees due from the Client will occur.

Due to the natural mountain setting, fire danger restrictions may be in effect. The use of any outdoor fire producing materials is prohibited, unless specifically set up by Blackstone staff.

Guest Behavior

Client is responsible for ensuring the appropriate behavior of the Event guests. Should Blackstone personnel experience any threatening or hostile behavior from an Event guest, including, without limitation, unwelcome sexual advances or physical contact, Client agrees to take appropriate responsive action, up to and including the guest's expulsion from the Event. If such conduct continues, Blackstone reserves the right to terminate the Event. In such case, the Agreement shall be immediately terminated without further obligation by Blackstone and Blackstone shall retain all installments and be reimbursed for damages as provided in this Agreement.

Loss

Blackstone shall not be responsible under any circumstances for the loss or theft of Client's, Client's guests, or Client's Caterer/Vendor's personal property during and after the Event.

Blackstone Rivers Ranch Event Policies 2016 Season

Maintenance and Cleaning

Blackstone's Maintenance Staff will maintain the restrooms and other facilities during the Event, and the Event rental spaces will be in good and clean condition upon the arrival of Client and Client's vendors. Cleanup of the food prep area, catering items/equipment and all food-related refuse is the responsibility of the Client's Caterer. Additionally, each vendor is expected to handle their own setup and teardown of their personal equipment unless other arrangements have been made and approved by Blackstone. In the Event a vendor fails to take care of its responsibilities, the final responsibility will lie with the Client and any costs incurred by Blackstone to perform Client's clean up obligations shall be payable by deduction from the Damage Deposit and reimbursed to Blackstone as damages. Blackstone is responsible for all waste removal and cleaning of premises outside of details noted above.

Occupancy

Client agrees to notify Blackstone of any changes to the number of attendees stated in the Event Profile. Blackstone reserves the right to refuse entry to Event guests if Blackstone's maximum occupancy is reached.

Parking

Parking is in designated lots only. Non-complying vehicles may be towed by Blackstone without notice and at owner's expense. Blackstone shall not be responsible for the loss or theft of any items remaining in parked cars.

Photography

Blackstone may photograph the Event and shall be considered the copyright owner of such images. Client agrees and warrants Blackstone's photography of the Event is permitted under this Agreement and will not interfere with contractual obligations that Client may have with other photographers. Blackstone has the irrevocable right to reproduce, publish, exhibit, and otherwise use the images created by Blackstone, in conjunction with Client's identity, for advertising and marketing purposes, offline and online, including usage as samples on Blackstone's website, on promotional materials, in albums presented to prospective clients or provided to various vendors, at event locations, and at Blackstone for display. Client consents to the use of any published materials, including blog content or advertising copy that coincides with such publication or use of the images, and Client hereby waives any right to review or approve such materials. Client releases and discharges Blackstone from claims arising from image use, including, without limitation, defamation, or violation of any right of publicity or privacy.

Blackstone Rivers Ranch Event Policies 2016 Season

VENDORS/CATERERS/RENTALS EQUIPMENT:

Access

Client and its Caterers/Vendors will be allowed access to the reserved rooms two (2) hours prior to the contracted time of the Event for arrangement of flowers, cake, and entertainment equipment. Special arrangements may be made for earlier access and Blackstone may impose an additional labor charge payable by Client.

Caterers/Vendors

Caterers are required to provide all equipment and service needs for the Event including bar servers. Blackstone will provide dishes, flatware, glassware, tables and chairs (Service Items) as agreed upon in the Event Profile. Caterers are responsible for cleaning all Service Items used in the Event. This includes the cleaning, setup and tear down of all tables and chairs. All damages to Service Items will be deducted from the Damage Deposit at the amount specified in the Event Profile. They are also responsible for the materials and personnel they bring onto Blackstone's premises. No catering equipment, tents, décor, or other items may be left behind or stored on Blackstone's premises after an Event without prior written approval from Blackstone.

Insurance

A Certificate of Insurance must be received one-hundred and twenty days (120) prior to the Event from every Caterer or Vendor contracted for the Event.

Removal of Equipment

All Caterers/Vendors/Musical Performers must remove equipment from Blackstone's Facilities within one hour of the end of the Event. In the event equipment is not timely removed from the Facilities, Client will be charged overtime costs of \$100.00 per half-hour.

Rentals

You are welcome to rent additional items from an outside company. Delivery of such items will be received 2 hours prior to the Client's contracted time. The Client is responsible for the receipt, set up and breakdown of all outside equipment used at the Event.

Sound Levels

Musical performances must adhere to any and all local sound ordinances. Musical performances must cease at the time designated in the Event Profile.

Vendors

The Client's Caterers'/Vendors' names and phone numbers must be submitted in writing to Blackstone Rivers Ranch one hundred twenty (120) days prior to the Event. All Caterers/Vendors must confirm receipt of the Event Policies and have a preliminary consultation with Blackstone's Event Manager regarding any Policies that pertain to them specifically.