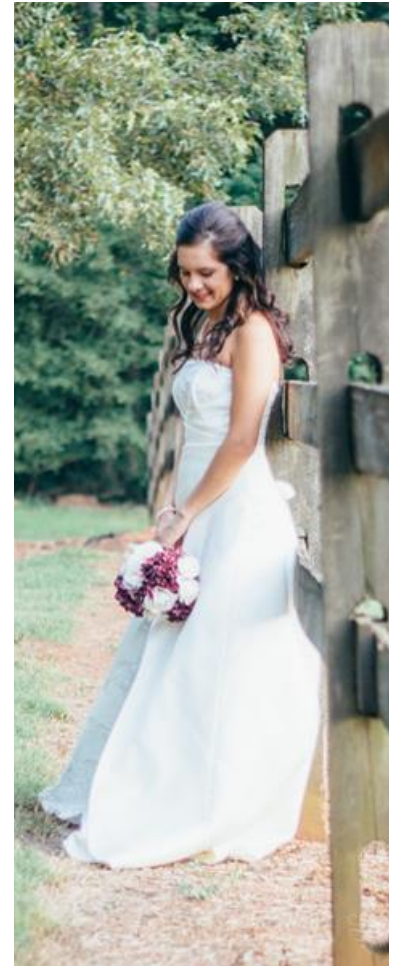


# Bit of Hope Ranch Wedding Checklist & Policies



Tying The  
Knot



# About Us

Bit of Hope Ranch is a peaceful 50 acre property located in South Gastonia. We are a unique and beautiful venue for outdoor wedding ceremonies, receptions, fundraisers, corporate retreats, company picnics and more. The Ranch is a fully working farm complete with horses and small farm animals. The outside facilities include 3 riding areas (2 are covered arenas with electricity and lights), a 10 stall main barn, grilling station/rock fire pit and a stocked pond with a rustic gazebo. Inside of the main barn is the Covered Wagon, a multi-purpose room with a kitchenette and a Bridle Suite room which is heated and air conditioned. Climate controlled restroom facilities are also available to guests. We know that you will enjoy your special day @ Bit of Hope Ranch.

Bit of Hope is a non-profit organization that is a complete equine assisted therapy wellness and education center. Your event, along with other sponsors, allows us to offer our programs to kids and families that need counseling or physical therapy services.

**Contact us today to book your wedding tour. 704 862-0095 [www.BitofHopeRanch.org](http://www.BitofHopeRanch.org)**

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## The Ceremony

Ceremonies are held throughout the week and on Saturdays. Please note that the Ranch is closed on Sundays. Two covered arenas are offered for locations for the wedding ceremonies. Each arena comes with overhead lights, string lights, electrical outlets and a sand floor. The Main Barn offers an enclosed space in the aisle way for smaller ceremonies or receptions. *As the Ranch is a faith based facility, please note that the Ranch does not rent space same sex ceremonies.*

## The Reception

Receptions are held in either covered arena or the Main Barn Aisle. Smaller receptions may also like the picnic table seating around the Bonfire Grilling area. Outside caterers are allowed. The Rentor must provide tables, chairs, table clothes and decorations as the Ranch provides the space only. Beer and wine are allowed to be served responsibly at the Rentor's expense and liability.

## The Rehearsal

The Rehearsal and or Rehearsal Dinner is also held under the covered arenas, the Main Barn or the Bonfire Grilling areas. Please note that tables and chairs must be rented by the Rentor.

## Your Guests

Guests are allowed to visit the horses and animals while remaining outside of the pastures. *Please note that we are a smoke/vape/tobacco free facility.* Remind your guests to wear shoes/clothing that is suitable for outdoors. Most parking will require a 5 minute walk or you can bring a golf cart to shuttle your guests. Note, there is reserved parking and ADA bathrooms for special guests.

# Wedding Packages

<b>Wedding Package A</b> Signature Package	<b>Wedding Package B</b> Ceremony Only	<b>Wedding Package C</b> Reception Only	<b>Wedding Package D</b> Family Package
<b>Cost: \$1800</b>	<b>Cost: \$1000</b>	<b>Cost: \$1000</b>	<b>Cost: \$500</b>
Includes 1 area for ceremony, 1 area for reception, use of the Covered Wagon, Bridal Suite and Bonfire Grilling area.  Includes a Ranch Host and Parking Attendant  Rental Length: 10 hours (1 for rehearsal, 9 for setup + ceremony + reception + clean up)  Max Guests: 300-- Contact us for a larger party	Includes 1 area for ceremony, use of the Covered Wagon, Bridal Suite and Bonfire Grilling area.  Includes a Ranch Host and Parking Attendant  Rental Length: 6 hours (1 for rehearsal, 5 for setup + ceremony+ reception + clean up) Additional hours: \$100/hour  Max Guests: 300-- Contact us for a larger party	Includes 1 area for reception, use of the Covered Wagon and Bonfire Grilling area.  Includes a Ranch Host and Parking Attendant  Rental Length: 6 hours (setup + reception+ clean up) Additional hours: \$100/hour  Max Guests: 300-- Contact us for a larger party	Includes 1 area for ceremony, use of the Covered Wagon and Bonfire Grilling area.  Includes a Ranch Host and Parking Attendant  Rental Length: 3 hours (setup + ceremony+ clean up) Additional hours: \$100/hour  Max Guests: 50-- Contact us for a larger party

## How to Book Your Wedding

1. Contact the Ranch to setup a tour and complete all paperwork.
2. Choose your wedding package
3. Pay the \$250 deposit to reserve your date.
4. Complete the Wedding Checklist
5. Provide the Ranch with a copy of your Liability Insurance Policy or use our affordable plan.
6. Complete and Sign the Wedding Contract
7. Pay in full the Wedding Payment 30 days prior to your wedding.
8. Contact us to schedule deliveries and table/chair rental info.
9. Plan your wedding--its your special day!

# Wedding Policies

**Deposit:** A \$250 security deposit (to be applied to the rental is required in order to place the event on the calendar. The site must be left clean and free of trash. Any trash remaining will be cleaned up by the host and billed at a rate of \$50 per hour.

**Payment:** Reservations must be made at least two weeks in advance. The payment schedule is as follows (when time allows) – 50% of rental fee due 3 months prior to event, remaining balance due 2 weeks prior to the event. Adjustments will be made for dates booked closer than 3 months.

**Cancellation Policy:** Cancellations made more than 90 days in advance of the event will receive a 50% refund. Cancellations made after 90 days prior cannot be refunded.

**Insurance Liability Policy:** The Ranch requires proof of a **public liability insurance policy with at least \$1 million limits of liability coverage**. The liability policy should also contain premises medical payments coverage with at least a \$5,000 limit. The Renter must provide a copy of their insurance policy listing Bit of Hope Ranch as an additional insured OR sign up with a policy from our insurance company within 30 days of the event.

**Alcohol Policy:** Beer and wine can be served at Weddings at the cost and liability of the Renter. The Ranch reserves the right to deny any guest further service of alcohol due to abuse or intoxication. No glass bottles allowed.

**Weather:** There is no refund based on inclement weather. (Dangerous weather will be grounds for a refund and will be determined by the Ranch staff). If needed, a location can be changed to another area.

**Smoking Policy:** The Ranch is a tobacco free facility and no smoking or vaping is allowed.

## Facilities:

- 2 climate controlled bathrooms are offered to our guests.
- There are electrical outlets on site. Please be aware of the distance between the outlets and the location of your event. Bit of Hope Ranch is not able to provide extension cords.
- Decorations may be hung on existing nails or structures. Nothing permanent may be added.
- The Ranch is not responsible for industrial or organic odors that are a result of neighboring industries or farms.
- NO FLAMES OR CANDLES allowed in the barn or arenas. Approved heaters can be set up at the renter's expense.
- No child under 16 is allowed near the pond without adult supervision.
- The livestock/animals will not be moved from their areas. Be advised that the animals may make noise during your event.
- Please do not enter the pasture or animal containment areas; the fences are electric.
- Please refrain from feeding the animals, large or small.
- The Ranch Host is responsible for opening the gates, having the area cleared and cleaned for the event, and helping with general questions about the Ranch. The host has the option to tell the coordinator of the event to remove a guest(s) if they are disruptive to the property or the animals. The host will be on site during the duration of the event and while setting up and tearing down.
- A Parking Attendant will be available before the event to assist with parking.

# Wedding Planner Checklist

	<p><b>Secure your date</b> by contacting the Ranch and paying your \$250 deposit. There is a Wedding Policy and Contract Form that must be signed. Purchase your Insurance policy through your own company or ours.</p>
	<p><b>Location...Location...Location</b> The Ranch offers 2 covered arenas and a large enclosed main barn that set up beautifully for a ceremony and/or reception. Also, the Upper Bonfire Pit or rustic gazebo by the pond are perfect for guests to gather for a small ceremony. Your Ranch host can help you determine the best location for your event.</p>
	<p><b>Book your caterer.</b> The Ranch allows outside caterers to provide food and beverage. If the caterer provides alcohol, they must provide the Ranch a copy of their liquor license. The Ranch offers a kitchenette to store prepared food as well.</p>
	<p><b>Rent Tables and Chairs.</b> The Ranch is not responsible for providing tables and chairs for your event. However, there are many benches, picnic tables, etc. on the property that are designed for groups to use. Remember to calculate any tables for dining, food service, deejay/ entertainment and displays. The Ranch's hay bales are not for rent. Southern States can supply your hay if needed for decoration or seating. Creative Solutions is our premier supplier of tables, chairs, linens and other wedding specialities. Contact them for more info. <a href="http://www.csspeialevents.com">www.csspeialevents.com</a></p>
	<p><b>Book your photographer/Videographer.</b> The Ranch offers several options for photographers. You are responsible for any photography and video. There are many options for bridal portraits, family portraits and photo booth locations.</p>
	<p><b>Book your entertainment.</b> The Ranch arenas are the perfect place to cut a rug. This venue offers multiple electrical outlets for your deejay or other entertainment. <i>A flatbed trailer can be rented for an additional \$100/ day to be used as a stage.</i></p>
	<p><b>Book your Pastor/Wedding Official.</b> The Ranch also contracts with Matt Vanderbilt, lead pastor at Vision Church, to officiate weddings.</p>
	<p><b>Its time to decorate!</b> The natural setting of the Ranch offers ample space for your creativity to flow. Although no nail holes can be created, there are plenty of areas to hang your decor. Please keep in mind that no flames are allowed in the barn or arenas--they are reserved for the bonfire pit. Find us on Pinterest for other ideas.</p> <p><i>Since this is an important day for the bride, we discourage the bride from decorating and cleaning up afterwards. We find that by having a friend or family member to help with this task it greatly decreases the stress on the bride.</i></p>

# Wedding Contract

## Contact Information

Rentor's Name:	Today's Date:
Bride's Name:	Groom's Name:
Renter's Address:	City, State, Zip
Email Address:	Contact Phone Number:

## Rental Details

<p>Dates and Times of Rental:</p> <p>Rehearsal Time:</p> <p>Set Up Time:</p> <p>Ceremony Time:</p> <p>Clean Up Complete By:</p>	<p>Package Choice: A B C D</p> <p>Package Details:</p> <p>Additional Hours Requested:</p>																		
Number of Guests:	Location of Event(s):																		
<p>Additional Services Needed:</p> <p>Other Details:</p>	<p>Amount Due</p> <table border="1"> <thead> <tr> <th></th> <th>Amount Due</th> <th>Amount Paid</th> </tr> </thead> <tbody> <tr> <td>Security Dep</td> <td></td> <td></td> </tr> <tr> <td>Package Price</td> <td></td> <td></td> </tr> <tr> <td>Other Services</td> <td></td> <td></td> </tr> <tr> <td>Additional Hours</td> <td></td> <td></td> </tr> <tr> <td><b>Total Price</b></td> <td></td> <td></td> </tr> </tbody> </table>		Amount Due	Amount Paid	Security Dep			Package Price			Other Services			Additional Hours			<b>Total Price</b>		
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# Wedding Insurance and Liability

## RATHLEAD LIABILITY RELEASE

As a PARTICIPANT/RENTOR at Bit of Hope Ranch, Inc., I acknowledge the risks and potential for risks of an equine related program at an equine facility. However, I feel that the possible benefits to me and the children and horses I work with are greater than the risk assumed. I hereby, intending to be legally bound, for myself, my heirs and assigns, executors or administrators, waive and release forever all claims for damages against Rathlead Farms, LLC and Bit of Hope Ranch, Inc. and their members, Board of Directors, volunteers and/or employees for any and all injuries and/or losses I may sustain while participating in activities or any events at Bit of Hope Ranch, Inc.

By signing this form, I understand the policies put forth by Bit of Hope Ranch and agree to comply with said policies. Violation of policies may result in loss of monies paid and nullification of contract.

Please complete and sign this form and return it to Bit of Hope Ranch

5001 CR Wood Road, Gastonia, NC 28056

Signature of Renter \_\_\_\_\_: Date: \_\_\_\_\_

Bit of Hope Staff Signature \_\_\_\_\_: Date: \_\_\_\_\_

\_\_\_ I want to apply for Liability Insurance through American Church Group at a rate of \$165.00 (with alcohol) and \$90 (without alcohol).

\_\_\_ I will provide my own liability insurance policy listing Bit of Hope Ranch as an additional insured and will provide a copy 30 days before the wedding.

