

**Legacy Ranch & Event Center, LLC**  
**66 White Rd, Mars Hill, ME**  
**207-551-0445**

Reservations for Legacy Ranch & Event Center are accepted on a first-come, first-served basis only. A non-refundable deposit is required to reserve a date.

The balance of the rental and security deposits is due within 60 days of rental date. If you are booking less than 60 day payment must be made in full plus security deposit.

**Access to the property**

**10:00 a.m. to 10:00 p.m. on Friday, 8:00 a.m. to midnight. on Saturday,  
7:00 a.m. to 10:00 a.m. on Sunday**

**Please notify your vendors of these hours. If extra hours are needed there may be additional fees.**

This contract defines the terms and conditions under which Legacy Ranch And Event Center, LLC and \_\_\_\_\_ (hereinafter referred to as the "Client") agree to the Client's use of Legacy Ranch And Event Center, LLC's facilities on \_\_\_\_\_ (event date). This contract constitutes the entire agreement between the parties and becomes binding upon signature of both parties. This contract may not be amended or changed unless executed in writing and signed by Legacy Ranch & Event Center, LLC and the Client. This contract shall be considered void if not signed and returned within two weeks of issuance.

**1. Function and Client Information**

Type of Function: \_\_\_\_\_ Date of Function: \_\_\_\_\_  
Preferred Start Time: \_\_\_\_\_ Preferred Ending Time: \_\_\_\_\_  
Event Planner/Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Estimated Number of Guests: \_\_\_\_\_  
Estimated number of vehicles (for parking management purposes): \_\_\_\_\_

**Bride's Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**Groom's Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Preferred Rehearsal Date: \_\_\_\_\_ Preferred Start Time: \_\_\_\_\_ Preferred Ending Time: \_\_\_\_\_

**2. Facilities Provided by Legacy Ranch and Event Center, LLC**

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Legacy Ranch & Event Center, LLC will provide the following facilities on the dates and times indicated above:

- Legacy Barn - (approx. 5500 SF)
- Maximum 225 seating capacity inside the barn. (depending on layout)
- Use of the property for 2+ days
- Combination of 5' & 6' round Table
- 250 Resin folding chairs
- 25-8' Banquet tables
- Portable bar with kegerator & Beverage coolers
- Beverage station
- Tablecloths for all tables
- On-site parking lot for your guests
- Bride & Groom Suites with A/C
- Spacious Prep Kitchen with A/C
- Variety of outside games
- Variety of vintage props/furniture/carriages
- ADA bathrooms
- 32x20 covered patio area with outside lounge furniture
- 40x72 covered wedding pavilion (peak season) with 36 church pews
- Miscellaneous centerpieces, table runners, and flameless candles
- Champagne and water goblets
- (some items may not be available in off season or due to weather or unexpected losses)

These items may vary depending on availability and changes to inventory. This contract is for the use of the property and materials listed above. Wedding coordination is available for the day or weekend for an additional fee.

**NOT INCLUDED: PLATES, SILVERWARE, NAPKINS (Disposable ones can be requested for fee \$2.00/setting)**

### **3. Fees and Deposits**

#### **A. Venue Rental**

The total cost for use of Legacy Ranch & Event Center, LLC's facilities as described in this contract is \$\_\_\_\_\_. To reserve services on the date requested, Legacy Ranch & Event Center, LLC requires an initial deposit of 50%. Payment of the remaining balance of the rental fee plus \$500 security deposit is due sixty (60) days in advance of the event. The security deposit of **\$500** will be returned within seven (7) days after your event less any charges for damages, extra time charges not arranged in advance, or other incurred by Legacy Ranch & Event Center due to failure on your part to abide by the policies stated herein including alcohol and food policies. If any damage or theft occurs to our property, you will be responsible for the entire amount even if it exceeds \$500.

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Deposits and payments will be made by cash or check made payable to Legacy Ranch & Event Center, LLC on the schedule noted below.

There will be a 3.5% credit card fee added to any charge.

Scheduled Payment

**Initial Deposit \$** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

Remaining Balance Rental Fee: \$ \_\_\_\_\_

Plus \$500 Security Deposit

Credit Card Fee: \_\_\_\_\_

**Total due \$** \_\_\_\_\_ **on or before :** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Mail Checks to Legacy Ranch 75 Egypt Rd, Presque Isle, ME 04769**

**Checks made payable to Legacy Ranch**

The initial deposit is non refundable after 7 days. With the exception of Active Military Deployment, the deposit can be put towards a future date.

**B. Legacy Lodging: if available**

- 7 private sites, each sleeping 2-8 people (17-28 guests)
- Each site has a separate fire ring, porch, bedding, mini fridge, keurig, towels, each site is assigned a private bathroom in the shower house, towels are provided
- No smoking in or around glamping tents or cabins

Separate contract and pricing for glamping- contact Tricia Bragan 227-0440

**C. Damage/Excessive Cleanup Deposit**

In addition to the venue rental deposit, a security/damage/excessive cleanup deposit is required in the amount of \$500.00 and is due at the same time as the final payment. The Client agrees to be responsible for any damage done to Legacy Ranch & Event, LLC by the Client, its guests, invitees, employees or other agents under the Client's control or direction. Legacy Ranch & Event Center, LLC reserves the right to use any or all of the damage deposit toward any of the Client's obligations under this contract or any claims that Legacy Ranch & Event, LLC may have for extraordinary cleanup, damages to or destruction of any property located in, on, or around the premises belonging to Legacy Ranch & Event Center, LLC as a result of Client's use of the premises or in any way relating to the event. If extra labor and/or cleanup is required as a result of Client's use of Legacy Ranch & Event Center, LLC's facility, Client agrees to pay for such items at the below agreed upon rates:

(Labor for set up of decorations or to assist in set up if Client requests such assistance. \$50.00/hour

\* Labor to clean up unnecessary messes such as vomit, spilled alcohol and other liquids, or extra restroom cleanup from Client's guests' lack of personal responsibility or hygiene. \$50.00/ occurrence

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\*Damage to the facility in any form will be photographed by Legacy Ranch & Event Center, LLC and a formal repair/cleaning cost invoice will be submitted to Client along with any remaining unused balance of Client's damage deposit. If the damage and/or excessive cleanup exceeds the deposit amount, the Client will be invoiced for the repairs and extra cleanup at the following rates. \$50.00/hour.

The remaining balance, if any, of Client's damage and excessive cleanup deposit will be refunded by Legacy Ranch & Event Center, LLC to Client within 7 days following the event or within 7 days following completion of repairs and/or cleanup, whichever is later.

#### **4. Insurance**

Special Event Liability Insurance is required of all Clients and is due no later than thirty (60) days prior to your event. This insurance must, at Client's sole expense, provide and maintain public liability and personal property damage insurance, insuring Legacy Ranch & Event Center, LLC and its employees, contractors, and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of Client's use and occupancy of the premises, including appurtenances to the premises sidewalks and roadways. The insurance required hereunder shall have a single limit liability of not less than \$1 million, and general aggregate liability of not less than \$1 million. Legacy Ranch & Event Center, LLC shall be named as an additional insured on said policy. I

If alcohol is to be served, please make sure that the policy includes Host Liquor Liability coverage to protect you against alcohol related accidents, as you are ultimately liable for the safety of your guests.

Your bartender providing alcohol services must hold a State of Maine Liquor License. A copy of the liquor license needs to be provided within thirty (30) days prior to your event. If alcohol is being served at rehearsal dinner then you will need to include that date.

Failure to provide evidence of this insurance to Legacy Ranch & Event Center, LLC thirty (60) days prior to your event can cause immediate cancellation of the event. Cancellations arising from failure of Client to provide Legacy Ranch & Event Center, LLC with a proper and timely certificate of liability insurance will be treated as a Client-caused cancellation.

#### **5. Rules and Regulations**

The following is a list of rules and regulations to be upheld by the Client, which includes all event planners, wedding coordinators, and vendors who are involved in the planning and execution of a special event or wedding on the premises of Legacy Ranch & Event Center, LLC.

- No dancing on the tables or climbing on any furniture.
- No foul or abusive language or obscene gestures
- No intoxication or other signs of impairment related to alcohol or drug consumption
- Use of illegal drugs or other illicit substances is not permitted. Violators will be escorted from the

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premises. Marijuana is not permitted on the premises under any circumstances.

- Physical violence of any kind will not be permitted
- No use or possession of weapons of any kind
- Legacy Ranch & Event Center, LLC is a “tobacco free” environment. Smoking is not permitted in or near the barn or other structures. No open flames are permitted in or near the barn area. This includes candles. Please ensure guests or you pick up any cigarette butts. There are smoking receptacles for your guests.
- Caterers should plan for cooking in specially designed self-contained kitchen trailers or off site. On site Prep kitchen is available for prepping and serving food only.
- Legacy Ranch & Event Center, LLC provides 8 chafing pans, a variety of serving utensils and kitchen items available for the caterers to use. Sterno burners are not provided. The catering room space will be provided in a clean condition and the space should be returned to a clean condition immediately following your event.
- All events must end by no later than 12:00 AM (midnight). Loud music must end by 11:30 PM. Unless hours are negotiated in contract.

Fire extinguishers are provided in the venue area by Legacy Ranch & Event Center, LLC. All vendors and caterers are required to be knowledgeable in the use and location of fire extinguishers at our facility. Legacy Ranch staff will identify locations and use of fire extinguishers. The barn may include propane fueled fire pits. These firepits are to be used for ambiance only, not as a source of heat. If Client desires to use the firepits, prior arrangements with Legacy Ranch & Event Center, LLC must be made. Only Legacy Ranch & Event Center, LLC staff will be permitted to light and control the fireplace settings. Since our fire pits operate on propane, guests may not throw trash, paper or other objects into the fireplace. An extra cleaning fee will apply if this occurs.

## **6. Security**

Legacy Ranch & Event Center, LLC does not accept any responsibility for damage to or loss of any articles or property left at Legacy Ranch & Event Center, LLC prior to, during or after the event. At all events, Legacy Ranch & Event Center, LLC will appoint a representative to be in charge of the event, open and close buildings, and be available in person or by phone during the event. Legacy Ranch & Event Center, LLC is not responsible for security. All security costs are the responsibility of the Client.

Client agrees that Legacy Ranch staff may enter and exit the premises during the course of the event so that we can check periodically with the responsible parties to ensure everything is running smoothly. We will also be checking the restrooms, the overall premises, replenishing hand towels, toilet paper, etc., and will be available for questions or to respond to your needs or any issues that may arise at any time during your event and staff phone numbers will be provided to clients and contractors.

## **7. Alcoholic Beverages**

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As the host of a private party, Client acknowledges responsibility for the proper and lawful consumption of alcoholic beverages at Legacy Ranch & Event Center, LLC during the duration of the event described in this contract. Alcoholic beverages will be purchased and served through a catering service licensed in the State of Maine to sell and serve alcoholic beverages. Alcoholic beverages cannot be self-served. The catering service and its agents will exercise due care in serving alcoholic beverages, and will refuse service to any person appearing to be under the age of 21 or any person who appears to be intoxicated. Identification and proof of age will be requested from any person who appears to be under 21 years of age. Alcoholic beverages will be removed from anyone believed to be a minor or from any intoxicated person. The catering service or its agents will provide all alcoholic beverages consumed in accordance with the laws and regulations of the State of Maine. **Please advise guests that ABSOLUTELY NO ALCOHOL can be brought on site (this includes the parking lot) when there is a bar service. It is against the law for a bartender to serve alcohol if guests are bringing in or consuming their own alcohol and will result in the bar closing.**

Legacy Ranch & Event Center, LLC may ask guests for identification to verify age and reserves the right to ask the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) a guest or guests appear intoxicated and refuses to leave the premise. Legacy Ranch & Event Center LLC must receive proof in advance that you or persons contracted by you have valid licenses and permits issued by the State of Maine for selling and/or serving alcoholic beverages.

Vendor staff may not consume alcoholic beverages while on the premises during an event.

### **8. Catering**

Legacy Ranch & Event Center, LLC's catering room is a production space and is to be used only for final food preparation, plating, and bussing. The caterer is expected to sanitize all food preparation surfaces before they come into contact with food products. Proper hygiene is required at all times. All trash must be collected and properly bagged and disposed of in a designated dumpster. Failure to properly clean the catering area will result in additional costs and will be charged to the Client. In addition to the foregoing, the caterer or wedding party is responsible for cleanup of the dining areas. Please allow sufficient time for cleanup of all designated areas at the conclusion of your event. Catering trash, especially food and drink debris may not be left out for cleanup the following morning.

### **9. Decorations**

Legacy Ranch & Event Center, LLC wants to make every event here a special experience. Therefore every effort will be made to allow the Client to prepare and install decorations reflecting their creative requirements. We ask that only the staff of Legacy Ranch & Event Center, LLC rearrange and move any furnishings, including but not limited to artwork, lamps, antiques, tables and seating. The cost for Legacy Ranch & Event Center LLC staff to relocate our objects is included in our rental fee. Staples and other penetrating items may be used to secure decorations on our wood surfaces only with the express permission of Legacy Ranch & Event Center, LLC. No glitter is allowed on site as it is extremely difficult to clean up. Only low tack tape/command strips are allowed on our floors, walls and ceilings. Rose/flower petals must be biodegradable or real. The use of any

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artificial petals outside will need to be picked up after the event.

All decorations must be removed without causing damage to our facility. Lit candles are not permitted for fire safety reasons. Battery operated tea lights are recommended in lieu of candles. No items may be hung from or attached to lighting fixtures or electrical outlets and switches. Ladders may be used for decorating by the Client. However, you may not stand on tables or chairs. The use of ladders is at your own risk. Legacy Ranch & Event Center, LLC reserves the right of final approval for all decorations brought into the facility. In particular, for safety reasons, any items capable of creating an unsafe environment will not be allowed (fireworks, including sparklers, open flames, sharp objects, etc.). The use of birdseed and blowing bubbles is permitted outside the facility. Rice, confetti, glitter, pyrotechnics, and sparklers are not permitted inside or outside the facility.

**10. Rehearsals**

The Client is welcome to use the venue for a ceremony rehearsal the day before the wedding. Use of the facility for your rehearsal is included in our venue rental price. It will be the client's responsibility to clean up after the rehearsal dinner unless otherwise contracted. There is a grill and a flat top grill available to use.

**11. Music and Entertainment**

If a Client's event creates a disturbance due to high noise volume, Legacy Ranch, LLC's on site manager has full authority to ask the Client's DJ or live music provider to turn the entertainment volume down and/or off. If repeated disturbances occur, at Legacy Ranch, LLC's sole discretion, Client may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to the Client.

Loud music must end by 11:30 PM (Unless all glamping sites have been reserved by client) then can be extended until 12:30 A.M.

**12. Set Up and Breakdown / Vendors**

The event venue will be in a clean condition prior to your event. Make sure all rental equipment and personal decorations/items are removed from the site no later than 10:00 a.m., the morning after your event unless approved otherwise by Legacy Ranch & Event Center, LLC. Otherwise charges may apply for removal and storage of these items or additional fees will be charged for every hour the venue is needed outside of the contracted time. Legacy Ranch & Event Center, LLC takes no responsibility for securing said items nor is Legacy Ranch & Event Center, LLC responsible for any damage or loss. In the event Legacy Ranch, LLC is asked to assist in the preparation or transport of items needed for the event, the Client will be billed at the rates set forth in part 3-C of this contract.

It is the clients responsibility to notify vendors at the time of booking that they need to provide a copy of their insurance and liquor license or any required documentation prior to the event as outlined in this contract. It is also the clients responsibility to notify the vendors of the times that the venue is available to set up and take down. The client is responsible for coordinating with all the vendors unless you have hired a wedding

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coordinator. Legacy Ranch and staff are not responsible for directing them where/how to set up. It is the clients responsibility to inform hours available to set up and take down. We will do our best to accommodate however there may be extra fees for extended time up to \$100/per hour. Legacy Ranch & Event Center, LLC is not responsible for checking in, checking out or signing for delivery or pick up of any items brought into or removed from the venue by rental companies hired by the Client.

Limited storage space is available on site. If there is a need to temporarily store vendor rental items, Client should consult with Legacy Ranch & Event Center, LLC prior to delivery to make arrangements.

**13. Lost and Found**

Legacy Ranch & Event Center, LLC takes no responsibility for personal effects left on the premises before, during, or after the event. We do, however, maintain a lost and found and will hold recovered items for up to seven (7) days. Reasonable attempts will be made to return any recovered items to their rightful owners. Anything left after seven (7) days will be considered property of Legacy Ranch & Event Center, LLC.

**14. Photography, Promotions and Copyright**

It is important to us that you have an enjoyable and successful event. We are happy to provide professionally created images of our venue and our logo for promotional materials. Legacy Ranch & Event Center, LLC shall have the right to take photographs and videos at your event for marketing purposes. All rights to and use of photographs and videos taken by us belong to Legacy Ranch & Event Center, LLC. The Client also has the right to take photographs and videos of the event. Any commercial use of the likeness of our buildings and grounds is prohibited without the express written consent of Legacy Ranch & Event Center, LLC.

**15. Damage Incidents**

If, during the course of your event, accidental damage does occur it should be reported immediately to Legacy Ranch & Event Center, LLC so arrangements can be made for quick cleanup and restitution. Damage to any room, space, furnishings, and/or equipment by the Client or its guests or vendors will result in appropriate charges based on fair market cost of replacement, repair, additional cleaning, etc. to Legacy Ranch & Event Center, LLC property or equipment. If there is a cost factor associated with a damage incident, the price will be deducted from the Client's damages deposit prior to refund with written disclosure of pricing.

**16. Unforeseen Events**

Client agrees that Legacy Ranch & Event Center, LLC and its officers shall not be liable for losses, damages (including attorney's fees, court costs, and consequential damages), detention, delay or failure to perform in whole or in part resulting from causes beyond its control, including but not limited to acts of God, Pandemics, fires, weather conditions, power outages, or regulations of the United States Government or any other civil or military authority (to include any local legislation regarding liquor license requirements). Delays or non-performance excused by this provision shall not excuse payment of any amount owed by the Client at the time of said occurrence. Last minute cancellations of outdoor site use due to inclement weather or any reason will not be considered for refunds. For the safety of all involved, should hazardous weather occur, such as but



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not limited to tornado, severe thunderstorm, hurricane watches and warnings, lightning strikes, etc., Legacy Ranch & Event Center, LLC reserves the right to mandate taking shelter, stop alcoholic beverage serving, and require bands and musicians to switch to acoustic entertainment only, adjust volumes or terminate recorded music until hazardous weather is deemed no longer a threat. If hazardous weather requires the evacuation of our property for the safety of our guests, the event will be terminated, and guests will be required to vacate the premises.

**17. Propane Patio Heaters**

In the event that you need or request patio heaters outside or in the pavilion there will be a fee of \$25 per patio heater.

