



Facility Rental

Please complete this form and return it via email at barnesranch@hughes.net or physical address at: Barnes Ranch, 13751 E. Cherry Creek Rd., Larkspur, CO 80118. For questions, contact Gerrie Barnes at 303-646-9855.

Based on the information on this form, an estimate will be provided. Thanks!

Name of Group _____
Contact Name _____ Phone _____
Contact's Cell # _____ Email _____

Dates for Event _____ to _____
Alternate dates _____ to _____

Event Description

Approximate Group Size

Do you carry your own insurance? _____

Check Amenities to be used:

- ____ indoor arena
- ____ outdoor arena
- ____ western trail obstacles
- ____ parking area
- ____ catering kitchen
- ____ bunkhouse (sleeps 4)
- ____ cattle - how many? ____
- ____ outdoor stalls - how many? ____
- ____ stall stripping
- ____ other

Will you need?

- _____ *List of local hotels/motels*
- _____ *photographer*
- _____ *DJ*
- _____ *Band*
- _____ *Caterer*
- _____ *Concessions*
- _____ *Special event rentals ie. chairs, tables, tents, etc.*
- _____ *Farrier*
- _____ *Veterinarian*
- _____ *Standby Emergency Vehicle (rodeo events)*
- _____ *List of local attractions*
- _____ *List of hospitals / emergency care*
- _____ *Other*

How else can we assist?

Payment Terms: See Facility Fees on our website's home page, www.barnesranch.com. ½ the total facility rental fee is paid with the signed contract. The balance is due one week prior to the contracted date. **Cancellation Policy:** 10% of the total fee is non-refundable; 3 months prior = 80% return; 2 months prior = 70% return; 1 month prior = 50% return; 29 days or less = 25% return.

A **cleaning deposit** must be paid for any group event. A checklist will be provided and signed by both the facility manager and the event coordinator. The amount of the deposit will be determined by the facility areas to be used.

Trail class obstacles are available to events at no additional fee. Any obstacle or activity involving the use of a rope must be closely supervised by the event organizers. *Safety must be a primary concern at all times.*

Please review the **Facility Rules** on our home page to make sure that our facility is compatible with your event. Please note: This is a no-smoking facility. Every person attending must sign a Barnes Ranch **Release of Liability** form. A copy of this form is on our home page for your review.