



SPECIAL EVENT INFO

Please complete and return to Holman Ranch 14 days prior to your event. Fax to (831) 659-6055 or email to peter@holmanranch.com.

TIP: *If submitting digitally, open in [Adobe Reader](#), complete the form and save. Do not populate the form from Outlook or other programs.*

CONTACT INFORMATION

Group Contact: _____

Mailing Address: _____

Email Address: _____

Phone Numbers: Daytime: _____ Evening: _____

Event Planner: _____

Mailing Address: _____

Email Address: _____

Phone Numbers: Daytime: _____ Cell: _____

QUESTIONS?



SPECIAL EVENT INFO

EVENT INFORMATION:

Date: _____

Name of Company: _____

Type of Event: _____ Guest Count: _____

Event Start Time: _____ Event Finish Time: _____

Set Up Start Time: _____ Clean Up Finish Time: _____

LOCATION / SET UP:

Main Plaza Set Up: _____

Ceremony Lawn Set Up: _____

Hacienda Lawn Set Up: _____

Great Room Set Up: _____

Stone Terrace Set Up: _____

Rose Patio Set Up: _____

Inner Courtyard Set Up: _____

Carriage House Set Up: _____

QUESTIONS?



SPECIAL EVENT INFO

LOCATION / SET UP (cont.):

Rain Plan: (In case of rain, please outline your alternate setup.)

Carriage House (Holds 150 people seated with our equipment)

Tent (Client responsible for rental)

HOLMAN RANCH EQUIPMENT:

Umbrellas? Yes No Number Needed _____

Heaters? Yes No Number Needed _____

QUESTIONS?



SPECIAL EVENT INFO

EVENT ITINERARY:

Arrival Time

Event Time

Coordinator: _____

Arrival: _____

Contact: _____

Bar: _____

Caterer: _____

Hors D'oeuvres: _____

Musicians: _____

Meal Service: _____

Transportation: _____

Conclusion: _____

Other: _____

Off Property: _____

VENDORS:

Coordinator: _____ Phone: _____

Email: _____ Insurance Info Attached

Caterer: _____ Phone: _____

Email: _____ Insurance Info Attached

Musicians: _____ Phone: _____

Email: _____ Insurance Info Attached

QUESTIONS?



SPECIAL EVENT INFO

VENDORS (cont.):

Rental Co: _____ Phone: _____

Email: _____ Insurance Info Attached

Delivery Date & Time: _____ Pick Up Date & Time: _____

Other Information: _____

THIRD PARTY SERVICES & COVERAGE:

Childcare? Yes No Start Time: _____ Finish Time: _____

Provided by: _____

Event Insurance: (Required for renter. Please send us a copy of your policy naming Holman Ranch as additional insured.)

Provided by: _____ Policy #: _____

QUESTIONS?



SPECIAL EVENT INFO

GUEST TRANSPORTATION & PARKING:

Will you be using Passenger buses? Yes No

Number of Passengers (capacity/size)? _____

Name of Bus Company: _____ Phone: _____

Will you be using the Holman Ranch Shuttles? Yes No

VIP Parking: Yes No

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

Prepared By: _____ Date: _____

QUESTIONS?



CREDIT CARD AUTH

Event Date: _____ Event Name: _____

I hereby agree that all specified charges incurred from the above event will be charged to my credit card as shown below and understand that a 3% convenience fee is added to all service related charges paid by credit card. Room payments may be made by check and sent to Holman Ranch PO BOX 149 Carmel Valley, CA 93924. Payments for guest rooms must be received 30 days prior to check in.

A credit card is required to be on file for all events held at Holman Ranch for incidentals. This may include, but is not limited to wine purchases, olive oil purchases, overtime charges, additional room guests, additional breakfasts, etc. Charges will not be placed on card without cardholder's consent. Wine and olive oil purchases do not incur a 3% fee.

Amount: \$ _____ Description: _____

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Type of Card: _____ Security Code: _____

Card Number: _____ Expiration Date: _____

Signature _____ Date _____

Printed Name _____

Daytime Phone: _____ Email: _____

QUESTIONS?



EVENT INFO CHECKLIST

In preparation of your event, we ask that you complete the information sheets provided in the previous pages and submit all of the required paperwork listed below at least 14 days prior to your event.

- Timeline:** A general chronology of the day - vendor arrival, guest arrival, ceremony time, end time, etc.
- Vendor List:** Please provide names and contact info for all event vendors. Please remember that all vendors need to be insured.
- Set Up:** Please provide set up descriptions and diagrams. Diagrams can be prepared by your caterer or planner.
- Rain Plan:** We suggest a rain plan be in place for ALL events.
- VIP Parking:** We have 10 spaces dedicated for VIP. Please provide a list for parking direction.
- Alcohol Service:** Please provide insurance and license info for Bar Service Vendor. See your contract for details. Sec. 3-D
- Day of Liability Insurance:** Refer to section N of your contract. ALL events are required to be covered by Event Insurance.
- Vendor Insurance:** All vendors must provide proof of insurance. Refer to contract Sec. 5-N

QUESTIONS?



EVENT INFO CHECKLIST

- Deliveries/Pick Ups: ALL deliveries, drop offs, pickups, etc. MUST be scheduled in advance with the office.
- Transportation: Please outline the transportation schedule on the info sheet. This information is important in scheduling staff.
- Weekend Itinerary. Remember, there is an additional fee for additional events at the ranch, including brunches, dinners, etc.

Helpful Hints

Below are a few suggestions to ensure a smooth day.

- Read your contract! It's full of great information about responsibilities and the relationship between you and Holman Ranch.
- No open flames allowed on property. All candles must be contained. Sparklers & Fireworks are not allowed.
- A reminder that all amplified music and speeches must end at 10 pm. See contract for local ordinance details. Sec. 2-B
- We highly recommend that you hire a coordinator and child care to help make your event stress free.
- Noise Makers: No Noise makers of any kind; it spooks our Farm animals.

QUESTIONS?



EVENT INFO CHECKLIST

Helpful Hints Cont...

- Wine Minimum: Don't forget Holman Ranch offers great deals on our Estate Wines. We don't charge a corkage fee, but have a minimum requirement to purchase our wines. Order more than your minimum & receive discounts. No hassles because we store and deliver.
- Make sure to hand our caterer's and vendor's guidelines to all your vendors to ensure a smooth day.

Staying With Us?

Here are some hints and reminders if you're lodging with us.

- Pets: Pets are allowed in guests rooms for an additional fee and all pets must be leashed and supervised at all times.
- Cribs: We do provide pack and play cribs for babies. No need to bring one!
- Housekeeping: In most cases we provide daily housekeeping. If you have special needs please dial HSKPG on your phone.
- Game Room: The game room is available for you 24 hrs a day.

QUESTIONS?



EVENT INFO CHECKLIST

Staying With Us? Cont...

- Gates: Ranch gates should be closed at all times. Gates left open invite animals into the property. Please keep closed.
- Extra Nights: Need an Extra Night? Extra nights can sometimes be arranged based on availability.
- Will's Fargo Events: Need a great place for your rehearsal dinner, farewell brunch, after party, welcome dinner, bridal shower, etc.? Host your additional event at our sister restaurant, Will's Fargo.

QUESTIONS?