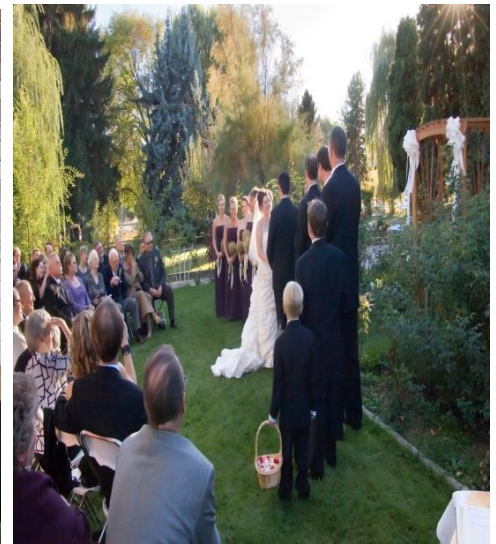




Put Some History in Your Very Special Event - A Heritage Site
In The Township of Spallumcheen, North Okanagan, British Columbia
2017 Wedding Ceremony and Reception Destination Package



We are located 12 km North of Vernon
 9380 Highway 97 N, PO Box 955 Vernon, B.C. V1T 2M8
 Website: www.okeeferanch.ca

Bookings:

Sandi LaFleche, Events Coordinator
Doreen Fisher, Office Assistant
 Historic O'Keefe Ranch

250-542-7868 ex 201

250-542-7868

events@okeeferanch.ca

Catering:

Dale Flowers
 Cattlemen's Club Restaurant

250-542-2178 or 250-938-2094

cattlemensclub@live.ca

Historic O'Keefe Ranch Wedding/Event Booking Form- 2017

Wedding Date: _____ Time: _____
Ceremony: _____ Reception: _____
Name -Bride: _____ Cell: _____
Name Groom: _____ Other: _____
Mailing Address: _____
of Guests: _____ Email: _____

Choice of Venues

Ceremony & Receptions Venues

2 Hour period on all Ceremony Venues & Full day & evenings on all Reception Venues

Ceremony Venues

Lawn Weddings	\$600.00
Rose Garden	\$650.00
St. Anne's Church	\$900.00
Rotary Gazebo	\$550.00
Corn Field Wedding	\$700.00 (July/Aug/Sept)

Receptions Venues

Greenhow Pavilion	\$1,050.00 (full day)
Rotary Gazebo	\$700.00 (full day)
Corn Field Wedding	\$700.00 (July/Aug/Sept)

Photos Only	\$100.00	Set up & Take Down	\$ 2.00 (per chair per venue)
RV Camping Available	(see attached)	Carriage Rental	\$ 400.00
PA Sound System	\$ 150.00	Portable PA Sound	\$ 35.00
Square Tables (seats 8)	\$ 10.00		

All prices subject to GST

DEPOSIT REQUIRED: \$250.00 is non-refundable to hold your date
DAMAGE DEPOSIT REQUIRED: \$500.00 is refundable provided no damage is done to ranch property by wedding party or guests. Refunded immediately following wedding.
Pal Insurance is required

Rehearsal Date & Time: _____ Number of people attending: _____
On site Reception Time: _____ No of Chairs needed Ceremony : _____
Other rental details: _____ No of Chairs needed for Reception: _____
\$250.00 Venue Deposit Received: _____ Date: _____
\$500.00 Damage Deposit Received: _____ Date: _____
Balance Due: _____ Date: _____ Received: _____
Credit Card Information to be held on File: _____
Notes: _____

*Put some history in your very special day -
Select from the following venues, or
Choose your own perfect ceremony location.....*

The Rotary Gazebo

- Outdoor Covered Location
- Full Decoration permitted with hanging baskets, flower pots, fabric etc to suit
- Electrical plug-ins available
- Signing Table & Chair provided (must bring own tablecloths)
- Suitable for small ceremonies
- No stapling/nailing/tacking allowed in venue
- Set up & take down of chairs (\$2.00 per chair per venue)

The Greenhow Pavilion

- Covered semi-outdoor Location
- Electrical plug-ins available
- Signing Table & Chair provided (must bring own table cloths)
- Decorating of this area permitted but must be discussed with the event organizer
- Can accommodate up to 180 wedding guests/150 banquet guests
- Set up & take down of chairs (\$2.00 per chair per venue)

Rose Garden

- Outdoor Location
- Decorating of the Arbour and surrounding ground area must be discussed with event organizer
- Electrical plug-in available
- Signing Table & Chair provided (must bring own table cloths)
- Ideal for your Wedding Ceremony and Afternoon Tea Receptions
- Can accommodate up to 150 guests
- Set up & take down of chairs (\$2.00 per chair per venue)

St. Anne's Church

- Indoor or Outdoor Location
- Electrical plug-ins available, signing table available
- Seating up to 60 with ability to add 10 chairs (70 maximum indoor)
- Outdoor- wedding performed on the steps of the church (100 + chairs outdoor on lawn)
- NO Lighted Candles permitted - Decorating is limited & must be discussed with event organizer
- Original Pews
- Perfectly suited for your Wedding Ceremony
- Outdoor - Set up & take down of chairs (\$2.00 per chair per venue)

Corn Field & Lawn Locations:

- Corn Field: This is a specific location in the Field. Perfect for a large or small ceremony or reception- (seating up to 200 +)
- Lawn Wedding: Almost anywhere on the Ranch could be your wedding ceremony destination.
- We advise you to come out and take a look for yourself prior to booking anything specific. We do have power available in some locations.
- Set up & take down of chairs (\$2.00 per chair per venue)

What's Included

- Wedding Rehearsal at a time of your choice
- Ample guest parking
- **Your guests are our guests.** Wedding guests are invited to enjoy the ranch while the bridal party is taking photos. Mansion tours (guided tour) at \$ 5.00 per person may be possible, but are not guaranteed. Your guests will need to book in the Gift Shop.

Other Rentals

- 10' x 10' pop up tents - \$30.00 per tent - Long Tent (20' x 40') - \$ 250.00
- Hay/straw bales - \$15.00 per bale (provided they are available)
- PA Sound System - \$ 150.00 or Portable PA Sound system - \$ 35.00

Just Photos

The Ranch offers a unique and varied photo opportunity for your wedding party. Bring your wedding party (maximum of 15 people) and select your own special backdrops for a nominal fee. No photos are allowed inside the O'Keefe Mansion.

O'Keefe Ranch -Rental Agreement (Please complete and return)

Names of Bride & Groom: _____

Phone: _____ Cell: _____

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Deposit Received: _____ Payment: \$250 + \$500 = \$750.00

Venue Chosen(s) #1 _____ #2 _____

Chairs required for Ceremony: _____ Chairs required for Reception: _____

NOTES: _____

- ☐ Note that the ranch will remain open to the public on your day, for its regular operating hours.
- ☐ Chosen venue will be cleaned, inspected, and pictures will be taken prior to your day.
- ☐ Absolutely no silk flower petals, plastic/foil cut-outs in or outside of the buildings. The use of sparklers, glitter, candles of any kind and confetti and artificial flower petals is not permitted on site.
- ☐ Smoking is not permitted on the ranch; however, we will provide a designated area.
- ☐ Absolutely no alcohol is allowed out of the designated areas (i.e. Cattlemen's Club Restaurant or Pavilion or reception area)- do not bring anything from your campsite!
- ☐ All confirmed functions require a signed contract.
- ☐ If you are having a "Candy Table", please note that all candy must be wrapped. No soft candy allowed.
- ☐ The rental period allotted for a wedding ceremony is two hours with an additional hour for decorating.
- ☐ **Pavilion Wedding receptions must end no later than midnight.** Additional decorating time is negotiable and must be discussed in advance. Decorations are to be removed immediately following the event.
- ☐ St. Anne's Church is a heritage building and as such, the use of pins, nails, staples and tape is prohibited. It is also prohibited to use candles, move/rearrange/change anything in the Church.
NO CANDLES IN THE CHURCH!
- ☐ Suitable rehearsal times will be arranged at time of booking.

O'Keefe Ranch -Rental Agreement - Continued (please complete and return)

- ☐ A \$ 250.00 non-refundable deposit is required to hold the venue(s). A \$ 500.00 damage deposit is required with the final payment and is due 14 days prior to the event. This damage deposit will be returned to you after the wedding, provided no damage is done to ranch property. A credit card must be on file at the Ranch as a security deposit for any damages incurred.
- ☐ An Insurance policy rider must be acquired by the wedding party as required by our carrier. O'Keefe Ranch must be named as part of the document and presented before the wedding or reception. You can purchase it online at www.palcanada.com or call Terry Bradley CAIB at Western Financial @ 250-309-2365 email: terry.bradley@westernfg.ca
- ☐ Vehicles are not permitted on the Ranch grounds. Guests are required to park in the parking lot. Transportation can be provided for guests with ambulatory conditions. Special arrangements can also be made for the arrival of the bridal party. Vehicles used to "set up" or "take down" may be on site just long enough to unload and load. This is a working ranch; therefore please follow ranch etiquette for all gates. "If you open a gate (or find it open) please close it behind you."
- ☐ With the exception of the interior of the O'Keefe Mansion, the entire ranch is available as a photographic backdrop. If you use St. Anne's Church, you must not move anything!
- ☐ We are surrounded by other working farms and are not responsible for any manure smells on your day, as we do not have control of when they spread the manure.
- ☐ Please note that the Cattlemen's Club Restaurant operates as an independent business and provides all food, beverages and liquor licences on site.

For your last minute wedding needs, the Ranch Gift Shop has numerous wedding novelties and gift items for sale. We also have camp sites adjacent to the heritage park for out of town guests. These sites have water hook up but no power.

If you have questions, please contact Sandi LaFleche at the O'Keefe Ranch at 250-542-7868

Historic O'Keefe Ranch assumes no responsibility for any individual property damage or bodily injuries incurred while at our facilities. Our event coordinator must be notified of all equipment, decorations etc being provided to arrange times for delivery and access. Please be advised that damages to the Historic O'Keefe Ranch site, or its property, incurred during the event shall be the responsibility of the person(s) noted above and as per the signature on the contract. Any and all damages will be deducted from the \$500 deposit and if damages exceed that amount they will be billed directly to the credit card held for that purposes.

ANY BREACH OF CONTRACT MAY FORFEIT YOUR DAMAGE DEPOSIT!

Renter Name: _____
(Please Print)

Date: _____

Renter Signature

Ranch Signature

Rental Agreement

All confirmed functions require a signed contract.

The rental period allotted for a wedding ceremony is two hours with an additional hour for decorating.

Pavilion wedding receptions must end by no later than midnight.

Reception decorating time is negotiable and must be discussed in advance. Decorations are to be removed immediately following the event.

St. Anne's Church is a heritage building and as such, the use of pins, nails, staples and tape is prohibited.

Suitable rehearsal times will be arranged at the bride's convenience. Complimentary admission is for the wedding party, immediate family and wedding commissioner only. Extra people will be charged admission.

A \$250.00 non-refundable deposit is required to hold the venue(s). Final payment is due 14 days prior to the event at which time a further \$500.00 damage deposit is also required. This will be returned immediately after the wedding provided there are no damages to be covered. A credit card must be on file at the Ranch as a security deposit for any damages incurred.

As a general rule, vehicles are not permitted on the Ranch grounds. Guests are requested to park in the parking lot. Consideration will be given for guests with ambulatory conditions. Special arrangements can also be made for the arrival of the bridal party. Vehicles used to "set up" or "take down" may be on site just long enough to unload and load. This is a working ranch therefore please follow ranch etiquette for all gates. "If you open a gate (or find it open) please close it behind you."

The use of sparklers, glitter, candles, fireworks or confetti of any kind is prohibited on site. With prior permission, real rose petals and rice are acceptable.

If you rent the buggy, you can use only green painters tape, string and plastic zip straps to avoid damage to the buggy.

With the exception of the interior of the O'Keefe Mansion, the entire ranch is available as a photographic backdrop.

Smoking is not permitted on the property. However, we will provide a designated area. **Absolutely no alcohol is allowed except in reception area.**

The Cattlemen's Club Restaurant provides all food and beverage on site.

For your last minute wedding needs, the Ranch Gift Shop has numerous wedding novelties and gift items for sale.

If you have questions, please contact Sandi LaFleche @ 250-542-7868

Historic O'Keefe Ranch assumes no responsibility for any individual property damage or bodily injuries incurred while at our facilities. Our event coordinator must be notified of all equipment, decorations etc being provided to arrange times for delivery and access. Please be advised that damages to the Historic O'Keefe Ranch site, or its property, incurred during the event shall be the responsibility of the person(s) noted above and as per the signature on the contract. Any and all damages will be billed directly to them.



Special Information & Details

- For all rehearsals, ceremonies or receptions after ranch hours, please enter or exit the Ranch via the small gate located at the back of the Gift Shop.
- During Ranch hours wedding guests are invited to enter through the regular reception area. (Gift Shop)
- Bridal party access must be pre-arranged. Brides wishing to arrive by vehicle or horse-drawn carriage must receive authorization.
- Guests are requested to park in the Ranch parking lot. Consideration will be given for elderly or handicapped guests if pre-arranged.
- For environmental reasons, please do not throw confetti. We do have a designated smoking area.
- Guests may arrive one hour before and remain one hour after the ceremony to set up and tear down decorations. Should there be no other ceremonies immediately following, a longer time period is allowed.
- **Your guests are our guests** and we invite them to self-tour the many heritage buildings on site. We do offer guided tours of the O'Keefe Mansion but this must be booked and paid for (\$5.00 +GST per person) in the Gift Shop.
- This is a working ranch! Please follow ranch etiquette. "If you open a gate to drive in or out (or find it open), please close it behind you." Your cooperation in this regard is most appreciated.
- For your last minute wedding needs, the Ranch Gift Shop has numerous wedding novelties and gift items for sale.

BOOK YOUR GUESTS INTO OUR RV PARK



RV Park General Information

2017 RV Camping Rates per Night (Includes power & water)

\$40.00 – RV Camping Only

\$50.00 – Includes: Admission to the Historic Ranch Site – One unit for one day

\$600.00 - Reserve the entire RV Park for your guests.

We can accommodate approximately 20 campers depending on RV sizes.

Prices are subject to GST

Located across Deep Creek and accessed from the Ranch parking lot, the ten RV sites are serviced with water only, power not available yet. There are washroom facilities on the historic site as well as a “cowboy shower” which offers two very rustic showers.

Reservations must be paid for in advance. Cancellations must be received a minimum of 5 days prior to booking to receive a refund. A \$10.00 cancellation fee will apply.

Phone 250-542-7868

www.okeeferanch.ca.

History & Hospitality Come Alive at Historic O’Keefe Ranch



Preferred Wedding Suppliers to Historic O'Keefe Ranch

Wedding Planner:

Peace of Mind Wedding	Bethany Armstrong	250-938-2220	pomweddings@shaw.ca
Top Knot Events	Sara Knol	250-308-8175	sara@topknot.ca

Party Decorations/Rentals:

Nor Val Rentals	Shelli	250-541-0945	www.nor-valevents.com
Defining Décor	Tyler O'Hara	250-306-1643	definingdecor@gmail.com

Wedding Commissioners:

Esther Pearson	250-542-6490	Email: estherpearson@shaw.ca
Barbara Cragg	250-540-1365	
Rev. Bari Castle	250-558-5647	Email: baricastle@shaw.ca

Music:

Holly Smith	250-545-6782	Harp blissharpmusic@hotmail.com
Caroline McKay	250-768-0930	Celtic Harp theharplady@shaw.ca
Emily Ross	250-306-7127	Solo Guitar
Brandon Schmor	250-549-3702	Pianist (plays the pump organ)
Marlene Schweb (Harpist)	250-260-8322	sch7@telus.net

Hair & Esthetics:

Reflections (specializes in lashes)	250-545-7988	www.reflectionshair.ca
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D.J.'s:

Boogie Nights (Pat Balfour)	250-549-8166	bnights@telus.net
Let's Dance Dan	250-503-8515	
City Dance Okanagan Colleen Duff	250-307-4955	info@citydanceok.com

Florists:

Defining Decor Tyler O'Hara	250-306-1643	www.definingdecor.com
Canada Safeway (Downtown)	250-542-8167	
Canada Safeway (Vernon Square)	250-548-2627	

Photographers:

Wedding Bliss - Renee Leveille	250-863-2743	www.weddedblissphotography.com
Amanda Huston Photography Amanda Huston	250-308-5028	www.amandahustonphotography.com

Wedding Cakes:

Kaleena Cakes	250-878-5979	www.kaleenacakes.com
Frosted Tier Cakes	778-771-0782	frostedtiercakecreations@gamil.com

Horse Drawn Carriages: O'Keefe Ranch Or BC Stage Coach

events@okeeferanch.ca

Bus Rentals:

MJO Tours	Mary-Jo O'Keefe	250-545-3016	www.mjotours.com
VIP Charters	Rick	250-307-6269	v.i.p.charter.canada@gmail.com
A1Bus Ltd.	Trevor	1-888-550-4272	trevor@a1bus.ca