

# The Big Horn Equestrian Center

## Fact Sheet for Helpful Information

Our primary goal is to provide you a unique and beautiful facility where you can have a private celebration or event that you will remember for a lifetime.

We can help you celebrate weddings, memorials, corporate retreats, reunions, graduations,, fundraisers, cattlemen's events and more! Our facility is simply perfect for all gatherings.

Please make sure that your designer, wedding planner, caterers, family members and others that are a part of your celebration or gathering are aware of the policies referred to in this sheet. It will help everyone best understand the responsibilities for set up and tear down, etc. There are specific requirements mentioned below.

How large of a party can fit in the rental facility? In the rare event your chosen date has inclement weather; the facility would keep 125 people warm and dry indoors. However, that does not include the covered wrap around porch that could hold another 75. Our facility has hosted weddings from 25 to an excess of 400 guests and more! Our staff would be happy to help advise you of set up options that would accommodate the size of your event. Remember tents are also an option for you to consider, for all kinds of weather, shade and comfort.

***Do you offer any type of decorations, tents, outdoor lighting?*** We generally have white Christmas style lights strung around the porch for ambiance; however, decorating is the responsibility of the renters. We do request that you do not use small confetti, remember that all decorations do have to be cleaned up and disposed of by your group, preferable immediately by end of your event. Any additional seating, tables, or tents are also the responsibility of the renters. When considering the setting, less is more! Available patio style table seating onsite accommodates approximately 16 guests. There are benches that encompass the entire length around the porch.

**How long can we use the facility, (from what time in the morning to what time)?** 10 am (but you can set up tables and chairs outside a little earlier) until 10 am the next morning. Wedding rehearsals are set for Friday between 4pm and 6pm if there is not a prescheduled event. Please ask Sheila about this possibility. This is for wedding rehearsal and unfortunately not a rehearsal dinner due to our private events held on Fridays in polo season. If you want to have a rehearsal dinner at the clubhouse that will need to be arranged and paid for separately and is based on availability.

We can easily discuss your special event needs, timing is always open for conversations.

***Does your staff help with any of the set up or take down, or is that the responsibility of the party?*** In order to keep your costs down, your team is responsible for putting any furniture moved back in place, removing any decorations you have added, and taking the trash bags and such to our dumpster located close by. If you rearrange any tables on the patio or porch please do plan to put them back on the patio as best as possible, removing all furniture from grass. Basically, we want the facility left as it was found, both inside and out. We do have professional cleaners that come in to deep clean after every event, and should you decide to rent additional tables and chairs, the rental company usually will set up and break down. That scheduling is up to you to confirm with us.

***Do we have to do the pick-up that night or is the next morning ok?*** We ask that nothing be left outside that can blow away or be broken or eaten. All items need to be removed from the field that evening after your event. We do have critters and wind at our beautiful location so all food, decorations and debris needs to be addressed accordingly. Please visit with Sheila for any special needs. All needs to be completely removed by the next morning by 10am. We cannot and will not provide security or protection for items left outside overnight.

***Music and sound?*** We have hosted numerous bands, musicians and Dj's. We unfortunately do not have sound equipment but we do have electrical hook ups. For outside performances we ask that set up be to the south side of clubhouse, either on porch or off to the side to the left. You are responsible for any extension cords that you may need.

***Music Restrictions:*** We sit right in the middle of a subdivision and as a neighborly gesture there are specific regulations regarding band and DJ set up. Extremely Loud music is prohibited at all times, remember we may have to ask you to turn it down. The Manager on duty will take necessary measures to maintain the volume at an acceptable level. Please make sure that you are aware of these conditions before signing the contract.

***What about a music curfew?*** Our contract suggests that all loud amplified music must end at 11:30.

***Bathrooms?*** We will consider providing additional portable units if necessary based on the number of your guests in your reservation, in addition to the double unit we have, and the inside facilities. You may be responsible for additional toilets based on the number of your guests.

***Rental Fee?*** Please visit with us about your specific event's rental fee. A nonrefundable deposit is required to hold your date along with a signed contract. Please remember that we receive many calls about our facility so we reserve on a first come basis with the firm applied deposit.

***Bar?*** Bar costs (after first bartender) is the responsibility of the guest. We can accommodate any budget respectfully when setting up the bar for your event. Guests often request us to help arrange for beer and wine for their guests and then provide a cash bar that includes hard liquor for those who want it. Set a budget and let's go from there. ***We do not permit you to bring in any alcohol into our facility or to our outside patio area, since we are a full licensed bar this is nonnegotiable. Please remind guests that they may not bring alcohol to your celebration.***

For the bar bill, there is 20% gratuity added to the total liquor bill plus 6% sales tax. If you order wine by the case for your tables there will be an additional \$2 per bottle corking fee. With your rental fee we will provide the first bartender that can serve 100 guests after that a \$100 fee per 100 guests for each additional bartender. Please visit with Sheila about your needs, planning is easy.

***What about other costs- taxes, fees, gratuity?*** The only additional cost you will incur will be one-day insurance you are required to have. Most guests obtain a rider on their homeowner's policy. This insurance generally runs between \$100-\$200, which you would secure through your licensed agent.

Any additional gratuity for any of our BHEC staff is at your own consideration and is always greatly appreciated.

\*Insurance Tip: sometimes online wedding insurance providers offer a greater discount. Please provide proof of insurance with your signed contract.

**Caterers?** Most local caterers are very familiar with our venue, we have a lot of activities and they most likely have provided for one of our many events. We do not have a restaurant grade kitchen but do have an oven, cleaning area and freezer/refrigerator for use. You are welcome to have your caterer contact Sheila with questions about our kitchen space and needs. We do not require you to use a specific caterer. The caterer is responsible for setting up and cleaning up after their portion of the event.

*\*We suggest that you make sure you have detailed your arrangement with your caterer in regards to their event responsibilities: linens, place settings, plate cleanup, displays, staffing, leftover food/supplies and appropriate timeline. They will need to schedule their arrival time with Sheila to make sure everything is scheduled appropriately.*

**Ice?** We only have ice for our own bar use. If you need ice for any reason please supply your own as needed as well as storage containers. During warmer seasons we may be using our own freezer space for back up ice for your event and bar needs.

### **Nonalcoholic drinks for your event?**

We suggest providing your guests with ample bottled water during warmer seasons. You will need your own containers and ice for this plan. Due to the nature of the owner of our property, we do require any sodas or water be Coca-Cola products. For those younger guests we suggest small drinks that don't go to waste.

**Wedding planning or planners?** Make sure your wedding planner visits with us personally *well in advance* of your event. Our (BHEC) responsibility is to make sure the property is ready for your visit and to maintain the bar. *We are not responsible for decorating, taking down decorations, organizing deliveries, storage, etc.* We do request to have open communication with your caterers and planners to make sure we all know our respective responsibilities with a conducive time-line for all activities.

**Please share with us with a physical timeline of your time with us so we can best understand your celebration needs. This should be from Friday through Sunday, for your Saturday celebrations.**

Other tips:

- You should have your caterer be sure to have her staff pick up plates and other trash from the tables and food area unless other arrangements have been designed (VERY IMPORTANT!). They typically have plenty of hands available to help out. You will also want someone in your party assigned for occasional trash pickup through the evening. There are trash bags in each trash can, and more available inside. BHEC staff will assist when possible to eliminate trash during your evening. Remember to have a plan for leftover food. Either designate someone to be prepared to package your left overs that can be saved in the refrigerator overnight for you or let the caterers know you don't care to keep the food. Any unclaimed food will be disposed of.
- Kid tables are a great way to keep little people entertained: Capri suns, coloring books with felt pens, finger foods, etc. If your wedding is during the day remember the kids can play outside

so bring some kid activities! We do ask you to help prevent your smaller guests from playing in the clubhouse, on the piano or in dangerous situations. Please be careful of our big scenic windows, damage to those are your responsibility. Remember in the heat of the summer crayons do melt, and squirt guns are never a good idea! Children are our guests but not our responsibility to oversee.

- For decorating, keep in mind that this is Wyoming, and wind can pop up out of nowhere; keep your vases low and wide, battery op candles are always a smart option, weights for table covers, etc. If there is a fire restriction in the community we may require special consideration of your candles. Generally this is not a problem. There are dumpsters behind the clubhouse for you. If wind or rain comes up during your day or evening please be prepared to grab items to bring into the clubhouse for safety.
- Besides possibly a horse or two on the field, you will have the place all to yourself. Be creative!
- Unfortunately the trolleys are no longer available in Sheridan , they have moved to NM!
- If you are renting a tent note that they fit perfectly between the deck and the fence to the south west side. If your event is in the shoulder season you might consider propane style heaters for outside activities. Watch the weather forecasts!
- Talk to your caterer about linens, table service and water glasses...we do not have any of these items available at this time to accommodate group settings. We may provide designer water at the bar with disposable cups, any table pitchers are the responsibility of the guest and or caterer. We do not have enough wine glasses for your entire guest list.
- You can have your ceremony outside the fence on the polo field. Be sure to think about the sun and where it will be during the ceremony, different months require different positioning. Possibly use the same chairs for the ceremony and dining!
- The parking lot is generally to the north of the clubhouse unless designated otherwise. It helps to have people directing traffic. For larger gatherings possibly assign one or two guests or friends to help. Remember to accommodate those special needs guests, there is a handicap ramp on the south side of the clubhouse for porch access.
- It gets really dark at the BHEC at night and there is no external light off the deck. We have twinkly lights on the deck, but not on the patio. Keep this in mind when planning your reception!
- No camping is permitted at any time.
- Please let us know about any special circumstances in advance so we can be prepared to help you.
- Don't hesitate to ask questions! We are here to help you have a wonderful experience, with us!