

HeartStone Ranch

Wedding Planning Packet

TIMING OF EVENTS

Events are booked within a 6-hour time frame: 4:00pm – 10:00pm between mid April through October. The caterer will have sufficient time for setup and clean up before and after each event at no additional charge.

- Typical Ceremony Time: 4:00 pm
- Wedding Party Arrival: 2 hours prior to contract start time (extended upon request)
- Guest Arrival Time: Guests to arrive about 30 minutes prior to contract start time
- Wedding Guests Departure Time: Up to 30 minutes past contracted end time
- Vendor Setup/ Strike: Vendor setup may begin as early as 9:00 am on the day of the event. Vendor strike must be completed two hours after event end time. Rental equipment to be picked up on Monday between 9am and noon.

WEDDING REHEARSAL

Friday prior to the Saturday Event usually about 4 pm for up to 2 hours.

EQUIPMENT

HeartStone Ranch has an extensive amount of furniture and decor available that is included with the site fee. All arrangements to use HeartStone Ranch furniture, tables, décor, signs, etc must be made in advance with the Bride, Wedding Planner and HeartStone Ranch. The renting party, through an outside rental company, must arrange for all other rentals, chairs, umbrellas, heaters, etc.

ALCOHOLIC BEVERAGES

You may bring your own wine, beer and other alcohol for your reception. The caterer will provide licensed and insured Bartenders to serve all alcoholic beverages. We do not permit self-served alcohol.

EVENT COORDINATION, CATERING & VENDORS

We require that all weddings hire a professional wedding coordinator from our Approved Vendor list. Generally called “Month Of” these services at a minimum would include pre-event consultation, site schematic, wedding event timeline, vendor confirmation and contract verification, set up and break down planning and complete coordination of the wedding rehearsal and the wedding day.

All caterers must be pre-approved to work on site. A list of pre-approved caterers will be provided to each bride with your Contract. Caterers must supply all staff for food service, bar service, setup of equipment, break down of equipment, clean-up of catering kitchen area, bar areas and grounds, etc.

A minimum of one HeartStone Ranch manager will assist at an event. The manager will act as a representative with respect to access to the property, lighting, restrooms, HeartStone Ranch furniture and decor plus use of the interior spaces. These services do not include wedding coordination, outside Rental equipment set up or break down or clean up of the area.

HeartStone Ranch reserves the right to approve any outside vendors. The HeartStone Ranch manager must be contacted for approval, a minimum of 90 days after contract signing, of any proposed vendors that are not on the preferred vendor list. A list of all Vendors, with contact information, must be submitted by the Wedding Planner no later than 30 days prior to the event date.

HeartStone Ranch reserves the right to advance approval of all specifications, from all outside contractors. The client and /or outside contractors must provide proof of worker’s compensation insurance for employees who will work on HeartStone Ranch premises and proof of adequate general liability coverage for the client and /or contractors’ activities while on HeartStone Ranch’s premises, and must comply with all other similar requirements HeartStone Ranch deems appropriate, in its sole discretion, regarding use of function space, facilities and use of HeartStone Ranch services.

MUSIC

Amplified music is permitted at the property during the Event until 10 pm. A small live band is permitted only with written pre-approval and band agreement to maintain the SB County Noise Ordinance of 60 DBs at nearest property line at all times. If event staff receives complaints from surrounding neighbors, HeartStone Ranch reserves the right to terminate DJ or live music.

PARKING AND SHUTTLES

There is sufficient parking at HeartStone Ranch for up to 100 cars. Our designated Valet Service from our Approved Vendor list must be hired for Guest Parking. Parking is allowed in designated areas only. No overnight parking is permitted. Shuttles may be hired from our Approved Vendor list. Shuttles require specific planning and Wedding Planners must provide suggested timeline for approval 30 days prior to Event.

RESERVATIONS AND CANCELLATION POLICY

Once you let us know you would like to reserve a date, a contract will be emailed to you. The signed contract along with a nonrefundable deposit for half of the site fee will confirm your reservation. The remaining half of the site fee must be paid 90 days prior to the event. After the completion of the contracted event, your security deposit will be refunded.

There are no additional fees or taxes.

INSURANCE & LIABILITY

We require a Commercial and General Liability Certificate of Insurance covering the date of the event naming HeartStone Ranch as an additional insured and proof of insurance must be received thirty days prior to the event. Please see the event contract for specific coverage requirements for the Renting Party and for all Vendors.

The renting party is responsible for the conduct of all persons attending and assisting the event. Renting party shall be liable for all damage or loss to the property caused by the event or persons attending and assisting the event as determined by HeartStone Ranch.

OTHER RESTRICTIONS

Sparklers, non-organic confetti, glitter, rice, birdseed, straw and/or hay are not permitted. No pets are permitted on the premises, unless pre-approved by HSR management 30 days prior to event date. If pet is approved, pet must be kept on a leash at all times and only on site for the ceremony then taken off site for the rest of the Event.

UNCONTROLLABLE FACTORS

The renting party shall be aware that HeartStone Ranch are in a rural environment necessarily impacted by the weather and natural forces. HeartStone Ranch shall not be held liable for any impact due to weather or other natural causes on the quality or feasibility of the event.

HeartStone Ranch Wedding Venue
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