



**BROOKHILL RANCH**  
**BROOKHILL PLUS**

431 Brooks Loop Hot Springs, Arkansas 71909  
(501) 623 - 5983 info@brookhillranch.com

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Thank you for considering Brookhill Ranch Venues for your event.

Brookhill Ranch is a 520 acre, working ranch and offers the most picturesque countryside in Arkansas. It also has 2 fishing lakes, rustic bunkhouses, 2 event spaces plus a large variety of activities to help entertain your guests. Brookhill Ranch is also a one of a kind photography location offering various barns, scenic overlooks, lakes, white fences and much more all set in order to capture your perfect photo.

Whether you want to host a conference, have a birthday party, book a school field trip or experience a one of a kind wedding, Brookhill Ranch can help make your plans a success. If you would like to schedule a tour or book your event, please call 501.623.5983 or send an email to brookhillevents@gmail.com.

We know there are lots of questions that need to be answered before you decide to book with us so we have put together this packet to help answer some of our most frequently asked questions. This packet also contains information about the venue, waivers, rental prices for our facilities and activities, ranch protocols and the rental application.

*Lynlee McMillan*

Executive Director of Brookhill Ranch

### **Application Checklist**

Use this checklist to make sure that everything needed to complete the application process is included with the application

#### **Due upon Reservation**

- Application
- Copy of event itinerary
- Venue Rental list
- Activity Rental list
- Kitchen Agreement
- Event Photography, Video and Social Media Agreement
- Payment / Venue, Facilities, Contract Agreement
- Deposit Payment

#### **Due at Check-In**

- Release and Liability Waiver (*per person attending*)
- Remaining balance



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VENUE RENTAL PRICING - GROUPS OF 200+

QUANTITY	DESCRIPTION	PRICE EACH	LINE TOTAL
	Pavilion Rental per day	\$500.00	
	Event Center Rental per day	\$1000.00	
	Island (Includes wagon transportation)	\$75.00	
	Camp Out (Includes wagon transportation)	\$50.00	
	Full Kitchen Rental per day (Includes 1 trash dumpster)	\$200.00	
	East Village (10 bunkhouses - sleeps 22 each / 3 shower houses) per day	\$900.00	
	West Village (13 bunkhouses - sleeps 22 each / 6 shower houses) per day	\$1200.00	
	Tiny House Sleeps 2 - Price per night (2 available)	\$50.00	
	Family Bungalow Sleeps 8 - Price per night (1 Available)	\$100.00	
	Shower houses - Per Night, Per Shower House (9 Available)	\$50.00	
	Pipe & Drape (8 units)	\$25.00	
	Cleaning Fee-covers cleaning PRIOR to event-not after Guest Responsible for cleaning AFTER USE OF FACILITIES-see contract	\$75.00	
	BR Host Fee per Hour (per 150 attendees)	\$15.00	
	SUBTOTAL		
	SALES TAX - 8%		
	TOTAL FEES		
	*Deposit 25% of fees-not including Security deposit or tax		
	<u>PAID UPON COMPLETION OF CONTRACT</u> *Security Deposit refundable after Full inspection and approval of facilities	\$200.00*	

<b>VENUE RENTAL TOTAL</b>	<b>\$</b>
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### **VENUE AMENITIES AND DETAILS**

#### **Facilities Included with Booking**

- Vespers
  - 250 Seats
  - View of Ranch
- Hangout Area
  - Picnic tables
  - Men's and Women's Restrooms
  - Playground
  - Additional lighting for evenings

#### **Lodging**

- West Village
  - 12 Rustic Heated\* Cabins (Sleeps 22 Bunk Bed Style)
  - 1 Premier Air Conditioned Cabins (Sleeps 30 Bunk Bed Style)
  - 6 Heated\* Showerhouses
- East Village
  - 4 Rustic Heated Cabins (Sleeps 14 Bunk Bed Style)
  - 5 Rustic Heated Cabins (Sleeps 22 Bunk Bed Style)
  - 1 Premier Air Conditioned Cabin (Sleeps 30 Bunk Bed Style)
  - 3 Heated Showerhouses
- Tiny Houses (2 bedroom/1 bath - Sleeps 2)
  - AC/Heat
  - 2 bedrooms with twin bed
  - One bathroom with toilet, shower, tub and sink
  - Fully furnished Kitchen
  - Living Room with television
  - Front Porch with rocking chairs
  - Washer & Dryer
  - Guest Wifi
- Family Bungalow (4 bedroom/4 bath - Sleeps 8)
  - AC/Heat
  - Bathroom in each room (Toilet/Shower/Sink)
  - 1 room with Queen size bed
  - 3 rooms with 2 twin size beds each
  - Fully Stocked Kitchen
  - Living Room
  - Front Porch with rocking chairs
  - Washer & Dryer
  - Guest Wifi

#### **Showerhouses**

- Showers
  - 8 to 15 Showers
- Sinks
  - 6 to 8 Sinks
- Toilets
  - 8 Toilets
  - All showers and toilets are enclosed with a wooden stall door

#### **Facilities**



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- Pavilion (6,000 square feet)
  - 250 Seats & 4 - 6' tables
  - Portable Sound System and Projector System
  - Can be open air
  - Heated
  - 4 large fans
  - 6 basketball goals
  - Men's and Women's Restrooms
- Event Center (10,000 square feet)
  - 500 Seats & 4 - 6' tables
  - Heat and Air Conditioned
  - Stage (8 units - 4'x8')
  - Sound System and Projector System
  - Additional Atmosphere Lighting (available upon request)
  - Loading Door
  - View of the Ranch
  - Pipe & Drape (9 units)
- Campout
  - Large, open area
  - Open creek-lined area
  - Room for a large bonfire
  - *Requires wagon transportation*
- Island
  - Framing for 22 carnival booths
  - Small Stage
  - Power available
  - Large hangout area
  - 3 fire pits
  - Additional lighting available upon request
  - *Requires wagon transportation*
- Kitchen
  - Fully Stocked, Industrial Kitchen Supplies and Appliances
  - 5 Gas Ovens
  - 6 Position Gas Stovetop
  - 2 Warmers
  - 3 Deep Fryers
  - 1 Brazing Table
  - 8 Steam Tables
  - Basic pots/pans/cooking and serving utensils
  - Microwave
  - Toaster
  - Dishwasher
  - Drink dispensers
  - Commercial Coffee Maker
  - Commercial Tea Maker
  - Ice Maker
  - 7 food carts (various sizes)
  - Pantry area
  - Fridge
  - Walk-in cooler
  - Freezer



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# Application for Venue Rental

**CONTACT INFORMATION**

Event Host Name \_\_\_\_\_

Event Host Email \_\_\_\_\_

Event Host Phone Number \_\_\_\_\_

If different than the above listed person

Responsible Party Name \_\_\_\_\_

Responsibly Party Email \_\_\_\_\_

Responsibly Party Phone Number \_\_\_\_\_

**EVENT INFORMATION:**

Event Date(s): \_\_\_\_\_

Load In Date(s): \_\_\_\_\_

Load Out Date(s): \_\_\_\_\_

Check in time for your event? \_\_\_\_\_

Checkout time for your event? \_\_\_\_\_

Eventy Type: Circle One

Wedding      Conference      Birthday Party      Small Group

Do you have Conference Insurance to cover any damages that might occur?      Yes      No

**Name of Insurance:** \_\_\_\_\_



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Application for Venue Rental Continued

**ATTENDEE INFORMATION**

Number of Attendees \_\_\_\_\_

Gender of Attendees Male Female

Age Range of Attendees: Circle all that apply

Kids (5-12 years)

Teens (13-19 years)

Young Adults (20-30 years)

Mature Adults (31+)

**SPECIAL REQUESTS**

EX: Early access to the venue for leaders

Extra night stay for leaders

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**Please Note:** We will review this request and let you know if approved. Approval may include additional fees based upon the nature of the request



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ACTIVITIES RENTAL INFORMATION

CHECK REQUESTED ACTIVITY(S)	ACTIVITIES FOR RENT	PER PERSON/PER EVENT/PER HOUR	RENTAL PRICE
✓	9 Square and Game Ball	PER EVENT	\$10.00
	Archery	PER PERSON/PER HOUR	\$10.00
	Baggo/Corn Hole	PER SET/PER EVENT	\$10.00
	Disc Golf (10 Sets / \$15.00 fee will be assessed for each lost/unreturned disc)	PER EVENT	\$50.00
	Fishing Access	PER PERSON/ PER DAY	\$15.00
	Fishing Poles and Tackle (Max 15 People if we provide the Poles and Tackle)	PER PERSON/ PER DAY	\$15.00
	Foosball	PER TABLE/PER EVENT	\$10.00
	Fun Swim	PER PERSON/ 2 HOURS	\$5.00
	Fun Swim (With Lifeguard)	PER PERSON/ 2 HOURS	\$10.00
	Horseback Riding (Max 10 People per Trail Ride)	PER PERSON/PER TRAIL RIDE	\$25.00
	Laser Tag Day Game (13 Person Min)	PER PERSON/PER HOUR	\$10.00
	Laser Tag Night Game (10 Person Min)	PER PERSON/PER GAME	\$15.00
	Nature and Archeology Experience (We will provide BR Host)	PER PERSON/PER HOUR	\$10.00
	Ping Pong Table	PER TABLE/PER EVENT	\$20.00
	Tennis Court	PER COURT/4 HOURS	\$10.00
	Wakeboard Access (Includes operator and equipment)	PER PERSON/2 HOURS	\$20.00
	Water Rides (Includes life jackets, tubes and boat driver)	PER PERSON/2 HOURS	\$15.00

<b>ACTIVITY RENTAL TOTAL</b>	\$
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**NOTE:** See attached sheet for activity rental details

Fill this request form out, scan it and email it to [brookhillevents@gmail.com](mailto:brookhillevents@gmail.com).

Once this sheet is filled out and returned, we will send an Event Invoice and link to the address provided in the following information. Payment may be made in the form of a check also.



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ACTIVITY TERMS, CONDITIONS AND EXPLANATIONS

ARCHERY:

Located at the Brookhill Ranch Archery Range. All equipment including bows, arrows, targets and score sheets are included in the listed price.

BAGGO/CORN HOLE:

Bean bags provided.

DISC GOLF:

Brookhill Ranch will provide 10 sets of discs. A \$15.00 fee will be assessed for each lost or unreturned disc.

FISHING ACCESS:

No lifeguard on duty.

FISHING POLES AND TACKLE:

Must know how to use the tackle provided. If you need a fishing instructor, please contact the Rental office @ [brookhillevents@gmail.com](mailto:brookhillevents@gmail.com) at the time this contract is being filled out.

FUN SWIM:

Certified Lifeguards **MUST** be on duty at ALL times. There must be 1 lifeguard per 25 swimmers. **NO EXCEPTIONS** can be made to this rule. If the host is providing the lifeguard, a current certification of said lifeguard must be copied and submitted with this contract prior to approval. Lifeguards must also have proof of lifeguard certification the day of the event. If these guidelines are not followed, no swimming will be allowed and no refund will be given. **This activity is subject to availability.**

FUN SWIM (WITH LIFEGUARD):

If Brookhill Plus needs to provide the lifeguard for your event, please indicate that by sending an email request for a lifeguard to [brookhillevents@gmail.com](mailto:brookhillevents@gmail.com). **This activity is subject to availability.**





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HORSEBACK RIDING:

Trail rides are about an hour long and horses travel over various terrains. Prior to your arrival, you will be sent a questionnaire requesting information about the skill of each rider as well as a waiver form that releases Brookhill Plus and its affiliates of any liability. These must be completed for all members prior to arrival or the event will be cancelled without refund. Please note that Brookhill Ranch DOES NOT provide riding helmets. You are welcome to bring your own.

LASER TAG DAY GAME:

We will provide all equipment as well as instructions on how to use it.

LASER TAG NIGHT GAME:

We will set limits and game spaces. Indoor and outdoor night game spaces are available. Some light can be provided for indoor night games. Outdoor night games are limited to natural light. Terms and conditions will be discussed and finalized the day before the event and/or the day of the event to adjust for weather conditions.

NATURE AND ARCHEOLOGY EXPERIENCE:

Brookhill will provide a BR Host, small animal encounter, Franklin the tortoise encounter and photo opportunity, feed for the goats and the supplies to be used in the archeological dig.

PING PONG TABLE:

Equipment provided.

TENNIS COURT:

Brookhill plus can provide rackets and tennis balls upon early request with no extra fee. If you wish to request equipment, it must be in writing and sent to [brookhillevents@gmail.com](mailto:brookhillevents@gmail.com).

WAKEBOARD ACCESS:

Includes Wakeboard tower operator, equipment and access. Minimum of 5 riders and a maximum of 24 riders for a two-hour period.

WATER RIDES:

Includes helmets, life jackets, tubes and a boat driver.



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### ATTENDANCE INFORMATION

- Attendees agree to not adhere anything to the facilities or property of Brookhill Ranch
- Attendees agree to not damage the facilities or property of Brookhill Ranch
- Attendees understand that any and all damage to the facilities and/or property of Brookhill Ranch will result in a fine as well as the cost of repair and could be punishable by law
- Attendees shall assume all risks with respect to Attendees belongings, including fire, theft, and any other type of damage or loss. Attendee agrees to release Brookhill Ranch from and against any and all losses, expenses, claims or liability

### RANCH GUIDELINES

- All gates are to remain closed at all times. Brookhill Ranch is a working cattle ranch with livestock roaming about. Opening gates could result in serious bodily injury or death.
- Vehicles are to remain on the road at all times. Brookhill Ranch grows hay in our fields and any traffic through any grassy area is strictly prohibited.
- Brookhill Ranch is private property and takes the safety and security of our guests and residents seriously, therefore, Brookhill Ranch does not allow visitors on the property at any time. If you need to meet a loved one, please work out a meeting location that is off the property.
- Due to insurance and liability, no personal boats are allowed on any of our bodies of water.
- All fires must be conference related and started by BR Host only in designated fire pit containers. Smoking is not allowed inside any of our facilities
- Alcohol is not allowed on the premises at any time
- Disruptive, disturbing, inappropriate, or offensive behavior is not tolerated. Anyone portraying such qualities will be asked to leave the premises immediately

### BR Host RESPONSIBILITIES

- BR Host will assist with access to facilities rented, wagon transportation, audio and visual set up and troubleshooting.
- Host fee will be calculated based on the itinerary submitted with Renter's contract. (Calculated based on waking hours while on premises at the rate listed)
- BR Host is not responsible for trash, basic clogged toilets, etc.

### UPON CHECK OUT

- Lights must be turned off in all used bunkhouses
- Lights must be turned off in all used shower houses
- All items brought by conference host must be off the conference location site by \_\_\_\_\_ Anything left on the premise after said time becomes the property of Brookhill Ranch



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KITCHEN RENTAL AGREEMENT

I, \_\_\_\_\_, Representative for \_\_\_\_\_, acknowledge that I know how to operate and run the kitchen Equipment at Brookhill Ranch. No equipment and/or appliances provided will be intentionally damaged during the course of use.

Should equipment, appliances, utensils, and/or kitchen space be damaged as a result of said conference, \_\_\_\_\_ host church, managers and/or director will take full responsibility which includes but not limited to, equipment replacement, utensil replacement, appliances, repair and/or replacement cost.

Kitchen Protocols :

- The use of tobacco and alcohol products is prohibited
- All items must be stored in a sealed tight container
- All appliances must be turned off at the end of every night
- All trash must be emptied at the end of the conference
- All items used must be cleaned and sanitized after each use
- All items must be returned to its correct location at the end of the conference

**SIGNATURE**

I have read and understand the terms and conditions in the contract set forth by Brookhill Ranch and hereby agree to abide by them. I understand that the breach of this contract may result in dismissal from the premises. I understand that all funds paid to Brookhill Plus are non-refundable.

\_\_\_\_\_  
Signature of Conference Contact



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Event Photography, Video and Social Media Agreement

Brookhill Ranch is private property and home to several families as well as a working cattle ranch; therefore, the protection and privacy of our families and livestock during every event is of utmost priority. Brookhill Ranch has stock footage and photos available to promote your event and can be sent to you with NO ADDITIONAL COST upon request. This agreement contains the entire understanding between Brookhill Ranch/Brookhill Plus and it's renters.

There will be no use of drones or drone footage filmed and/or produced of Brookhill Ranch or any of its occupants without the expressed, written permission of Brookhill Ranch or a legal representative of Brookhill Ranch.

There will be no filming and/or photography of any livestock of Brookhill Ranch without the expressed, written permission of Brookhill Ranch or a legal representative of Brookhill Ranch.

There will be no filming and/or photography of any resident persons, homes or privately held activities of Brookhill Ranch properties.

There will be no filming and/or photography of any activity during said event that violates the terms and conditions of the contract.

Unauthorized filming, photography or lack of permission to enter location will be prosecuted to the fullest extent of Local, State and Federal Law.

Brookhill Ranch reserves the right to collect and use photographs and video footage of any and all events held on the property without liability and without renters expectation of receipt of compensation, for such purposes including but not limited to publicity, illustration, advertising and web content.

**SIGNATURE**

I have read and understand the terms and conditions in the Event Photography, Video and Social Media Contract set forth by Brookhill Ranch and hereby agree to abide by them. I understand that the breach of this contract may result in dismissal from the premises. I understand that all funds paid to Brookhill Plus are non-refundable.

\_\_\_\_\_  
**Signature of Conference Contact**



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**EVENT RENTAL PAYMENT AGREEMENT**

More than Six Months to Reservation: 25% of the total Rental Amount will be due upon signature of contract ***This deposit is non-refundable.***

Inside Six Months to Reservation: 50% of the total Rental Amount will be due upon signature of contract ***This deposit is non-refundable.***

Security Deposit of \$200.00 is due upon signature of the contract.  
***These funds will be returned upon facility inspection following the event.***

The remaining total balance of the contract is due **ONE MONTH PRIOR** to the event start date.

**VENUE, FACILITIES, CONTRACT ADJUSTMENTS**

Any and all requests to adjust the venue, facilities and/or contract must be submitted in writing via [brookhillevents@gmail.com](mailto:brookhillevents@gmail.com).

Brookhill Ranch facilities crew is hired and scheduled, in advance, to prep for each event. Brookhill Ranch is often prepping for more than one event at a time. Adjustments made to the venue, facilities and contract can require additional crew, time, and supplies.

Any adjustment to the venue, facilities and/or contract **WITHIN 30 DAYS PRIOR**, will result in an additional non-refundable payment of \$200.00.

**SIGNATURE**

I have read and understand the terms and conditions in the Event Rental Payment Agreement Contract set forth by Brookhill Ranch and hereby agree to abide by them. I understand that the breach of this contract may result in dismissal from the premises. I understand that all funds paid to Brookhill Plus are non-refundable.

\_\_\_\_\_

Signature of Conference Contact



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RELEASE AND LIABILITY WAIVER

**To be read and signed by each guest/visitor. Parents must sign for anyone under 18.**

All of the activities that take place at Brookhill Ranch, such as swimming, hiking or walking, backpacking, nature experience, picnicking, sightseeing, horseback riding, or any other unmentioned activities, or use of personal vehicles and occupying the cabins offer the possibility for the personal injury, accidents or loss of life for which all visitors must assume full responsibility.

In connection with the event rental from Brookhill Ranch, and Brookhill Plus, I hereby agree to the following:

1. Hereby to release and discharge Brookhill Plus, Brookhill Ranch, and its Operators/Owners, jointly and severally from, and to waive any and all causes of action, suits, claims, demands, rights, actions, judgments, and executions (including all damages) in connection with said event rental, the property, and the activities.
2. Hereby to indemnify, hold harmless and defend Brookhill Plus and Brookhill Ranch from any and all causes of action, suits, claims, demands, rights, actions, judgments, and executions (including all damage) in connection with said event rental, the property, and the activities, if brought by any lessee that I permit on the property during said event rental or their legal representatives, spouses, heirs, or estates.
3. Hereby to covenant never to institute any suit or action at law or equity, not institute, prosecute, or in any way aid in the institution thereof, for damage, against any or all of Brookhill Plus and Brookhill Ranch in connection with said event rental, the property and the activities. I hereby agree that this instrument may be treated as a defense to any lessees or in their behalf against Brookhill Plus and Brookhill Ranch jointly and severally, and shall forever be a complete bar to the commencement and prosecution of any such or proceeding whatever, on account of damage to Brookhill Plus, LLC or Brookhill Ranch, Inc.
4. Not to permit any guest to enter the property, or engage in the activities unless such guest has signed this release. I hereby acknowledge that **NO PERSON HAS MADE ANY WARRANTY, WHETHER EXPRESS, IMPLIED OR OTHERWISE WITH RESPECT TO THE SUBJECT PROPERTY OR ACTIVITIES, OR ANY OTHER REPRESENTATION WITH RESPECT THERETO. I HEREBY ACKNOWLEDGE THAT THE ACTIVITIES ARE INHERENTLY HAZARDOUS ACTIVITIES, AND THAT I AM ASSUMING ALL RISK VOLUNTARILY IN CONNECTION WITH THE PROPERTY AND THE ACTIVITIES.**
5. This release may be amended only in writing. It binds and benefits the heirs and estates of the parties but may not be assigned. It is governed by Arkansas law. Its terms are severable. Its rights and remedies are not waived by exercising any oral statements. It is effective as soon as the release is signed by Lessee and /or when Lessee first enters the property whichever occurs first and supersedes any oral statements. Lessee executes this release on behalf of itself and on behalf of its minor children (whether or not adopted) as legal guardian and next of kin.

Note: All guests/visitors must sign this release prior to engaging in any activities or attending any events on the property. Parents or legal guardians must also list children under eighteen years of age, if applicable.

\_\_\_\_\_  
Signature of Guest/visitor (Lessee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian (If guest/visitor is under age 18)



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