



FACILITY RENTAL
PACKET

GIBSON RANCH HOUSE



County of Sacramento Department of Regional Parks
10361 Rockingham Drive, Suite 100, Sacramento, CA 95827

Phone: (916) 875-6336

Fax: (916) 875-6632

ParkEvents@SacCounty.gov



W E L C O M E

Welcome to Gibson Ranch!

Thank you for considering Gibson Ranch Regional Park for your special celebration! Whether you're planning a wedding, birthday, reunion, or corporate event, we've got beautiful spaces ready to make your day unforgettable. Choose from the charming Ranch House, the rustic Cabin Lawn Area, or the scenic Lakeside Picnic Area—each one offering its own unique vibe.

Ready to get started?

To check date availability or schedule a tour, just email us at ParkEvents@SacCounty.net or call (916) 875-6336. Once your date is confirmed, submit your application and deposit to lock it in. All bookings are first-come, first-served.

We're excited to help you plan something amazing!

Overview

- Book your event up to 1 year in advance.
- Tours must be scheduled ahead of time.
- Your rental time must include set-up and clean-up.
- Deposit is required to secure your spot.
- Full payment is due 30 days before your event.
- Planning to serve food or cook? Let us know in advance!
- Parking fees are not included in rental costs.





OUR LOCATIONS & RATES

The Ranch House

A cozy indoor venue with beautiful views, perfect for ceremonies, receptions, and parties.

- Two large rooms, dressing rooms (included in Special Event Package Only), and a prep kitchen
- Patio, lawn area, and indoor/outdoor seating available
- Seats: 120 inside / 200 outside
- Includes: Tables, chairs, setup, and breakdown
- Weekday rate (main event space only): \$100/hr
- Weekend rate (main event space only): \$150/hr
- Nonprofit rate (main event space only): \$85/hr
- Special Event Package (dressing rooms and parking passes):
 - March–Nov: \$2,500 (7am–11pm)
 - Dec–Feb: \$1,500 (7am–11pm)

Cabin Lawn Area

A rustic outdoor spot with string lights, a fire pit, and lots of charm.

- Size: ~20,000 sq ft
- Max guests: 150
- Rental: \$350 (sunrise to sunset)
- Permit fee: \$100–\$400 (based on guest count)
- Note: Cabins and cabin restrooms are not open for public use

Lakeside Picnic Area (Area 1A)

A fenced lakeside setting with shady trees, picnic tables, and BBQ grill.

*This area can be reserved as a picnic rental at www.sacparks.net

- Size: ~1,500 sq ft
- Max guests: 100
- Rental: \$250 (sunrise to sunset)
- Permit fee: \$100–\$400
- No electricity available at this site





Insurance & Permits

- All events must have liability insurance.
- Insurance must be submitted 30 days before your event.
- You can purchase insurance through providers like EventHelper.com.
- Planning to use vendors (caterer, DJ, etc.)? Let us know ahead of time.
- If selling tickets or products, additional requirements may apply.

Food & Caterers

- You or your caterer bring your own utensils and gear.
- No overnight storage allowed.
- Cooking oil must be properly disposed of (no dumping).
- No food in the sinks—please scrape into trash cans.

Serving Alcohol?

No problem—but a few things to note:

- You must hire security (minimum of 2 guards for up to 200 guests).
- Security must be onsite from the time guests are served until the event ends.
- Alcohol can't be served within 1 hour of your rental end time.
- No alcohol without prior approval + insurance + security.
- If rules are broken, the event will be shut down and the deposit forfeited.



PLANNING YOUR EVENT



How to Reserve

1. Check Availability: Call or email us.
2. Submit Your Application: Email or mail it in.
3. Pay Your Deposit: This holds your date!
4. Pay Final Balance: Due 30 days before your event.
5. Submit Insurance & Security Contract: Also due 30 days out.
6. Get Your Special Event Permit: We'll send it about 6 weeks before your event.

Holiday Closures

We're closed for rentals on major holidays, including:

- New Year's Day/Eve
- Easter
- 4th of July
- Thanksgiving
- Christmas Eve & Day

Fees, Deposits & Changes

- Security/Damage Deposit required for all events.
- Deposit refunded after event if there's no damage or issues.
- Refunds can take up to 8 weeks.
- Deposit cannot be applied toward rental cost.
- Time changes must be requested 2+ weeks in advance.
- Extra time used will be charged in 1-hour increments.

Cancellations

- Cancel 30+ days out: 50% of rental fee refunded.
- Cancel within 14 days: 0% of rental fee refunded.
- Cancel 90+ days out? You can transfer to another date (based on availability).
- Cancel within 14 days = deposit forfeited.



Venue Rules

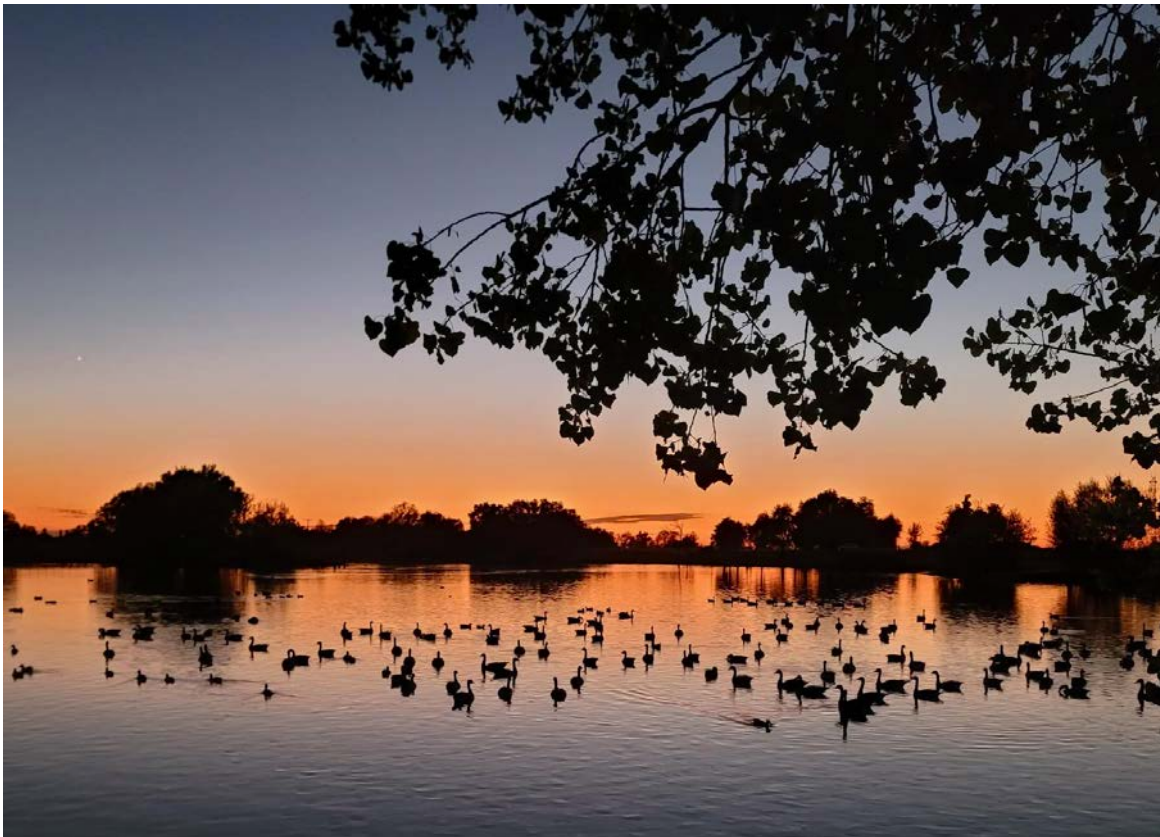
- Event ends by 10pm (clean-up done by 11pm).
- Two on-site contacts required during event.
- No smoking/vaping indoors or near entrances.
- No glitter, confetti, fog machines, sparklers, or fireworks.
- Only Command Strips or poster gum allowed for hanging decorations.
- No nails, tape, or adhesives on floors or walls.
- BBQs must use a mat and be outside with a fire extinguisher.
- No vehicles on lawns or unapproved areas.
- Clean-up must return venue to original condition.
- Renter is fully responsible for all guests and vendors.

Cleaning Checklist

At the end of your event, please:

- ✓ Remove all food and trash
- ✓ Wipe down all kitchen surfaces
- ✓ Clean up spills on floors and tables
- ✓ Return all tables and chairs to original spots
- ✓ Remove all decorations and adhesives
- ✓ Pick up outdoor litter
- ✓ Clean and turn off appliances
- ✓ Empty refrigerator and microwave
- ✓ Leave the venue as you found it!





THANK YOU FOR
SHARING THIS
SPECIAL DAY WITH US!

Ready to book?

Submit an application [here](#).

Questions?

We're here to help make your event stress-free and memorable.

Reach out anytime!

✉ ParkEvents@SacCounty.gov

☎ (916) 875-6336

🌐 www.RegionalParks.SacCounty.net

We can't wait to welcome you to Gibson Ranch and celebrate
your special day!

