



2025 VENDOR POLICIES & AGREEMENT

Prior to providing services at White's Ferry Manor (WFM), all vendors and companies must review, sign, and return this agreement. Clients are responsible for communicating these policies and facility guidelines to their vendors. **All vendors must provide a Certificate of Insurance (COI) for minimum \$2,000,000 and be approved by WFM at least four (4) weeks before the event.**

Outlined below are the expectations and policies to promote a smooth and enjoyable event experience:

1. A walkthrough with the client and all key vendors must take place **no later than 30 days prior** to the event.
2. WFM will only provide an onsite facility manager, who will monitor the event periodically.
3. Vendors may arrive **4 hours before the event start time** for setup. Early access will incur additional charges, which must be pre-approved and coordinated with WFM.
4. Vendors must use the designated **loading areas** for equipment drop-off and park in the **main parking lot**. Unattended vehicles in restricted areas **WILL BE TOWED** at the owner's expense.
5. Attaching, hanging, or affixing any items to walls, chandeliers, ceilings, or doors is **strictly prohibited**. Any unauthorized installations will result in fines and may be removed by WFM staff.
6. All deliveries must be scheduled and coordinated with WFM management.
7. Vendors are responsible for cleaning their respective areas. Failure to do so will result in the client being charged additional charges.
8. Vendors must vacate the property **within 2 hours** of the contracted event end time or by **2:00 AM**, whichever is earlier. Additional charges will apply if vendors remain beyond this period.
9. Smoking and vaping are prohibited inside **all structures** on the property. Outdoor smoking is only allowed in designated areas.
10. Vendors must maintain **professional appearance and behavior** at all times. Failure to adhere to professional standards may result in removal from the premises.
11. Vendors and their representatives are **strictly prohibited** from consuming alcoholic beverages while on the premises.
12. Clients are **financially responsible** for any damages caused by their vendors. WFM will conduct a post-event inspection, and any damage-related costs will be billed to the client.
13. The use of **confetti** or **outsourced smoke bombs** is prohibited. Approved smoke bombs must be purchased from a WFM-approved vendor —please consult your sales manager for details.
14. Use of fireworks, sparklers, or open flames must be **pre-approved** by WFM management and comply with local fire regulations. Unauthorized use is strictly prohibited.
15. Venue will not provide extension cords for vendors, please plan to bring your own extra power cables.
16. WFM staff will conduct a **final property inspection** immediately following the event to ensure compliance with clean-up and departure policies.
17. WFM is not liable for **lost, stolen, or damaged items** left on the property before, during, or after the event.

I have reviewed and agree to all the terms and conditions outlined in this agreement. I confirm that any team member representing my business on-site has been informed of these policies and will adhere to them. If I am not personally present, I accept full responsibility for my team's actions and compliance with all venue rules.

Full Name: _____ Company Name: _____

Email: _____ Cell: _____ Onsite Contact Info: _____

Today's Date: _____ Event Date: _____



EVENT PLANNER / COORDINATOR

- Must attend the final **30-day walkthrough** with the client and key vendors.
- Provide a detailed timeline to WFM **7 days prior** to the event or client will incur additional fees.
- Submit the final layout **30 days** before the event. Late submissions will result in extra charges.
- Any delays in event flow may result in overtime charges to the client.
- Conduct a closing walkthrough with the banquet manager to confirm all areas are cleared.
- Oversee the schedule, timing, and vendor coordination throughout the event.
- Assist in packing and removing all decorations, including items from the ceremony site (e.g., pergola, chairs).
- Ensure all vendors follow WFM's policies and procedures.
- Ensure venue equipment is properly handled and matches the client's floor plan.
- Manage rehearsals to ensure smooth event-day operations.

CATERERS

- All caterers must provide an up-to-date Certificate of Insurance (COI) with a minimum **\$5,000,000** total aggregate no later than 30 days before the event.
- Caterers must supply **sternos, food signs, and food staffing** for the event.
- No cooking equipment will be available for use on the premises.
- A detailed **equipment list** must be submitted for approval **30 days** prior to the event.
- A **catering supervisor** must be present on-site at all times during the event.
- Caterers are responsible for removing all trash from the **kitchen/prep area** and placing it in designated trash receptacles.
- Grease, food, and other liquids (except water) must not be disposed of in drains, sinks, or toilets.
- All sinks, tables, and preparation equipment must be cleaned and left in acceptable condition.
- Caterers must receive a **release from WFM** before departing; failure to do so may result in additional fees for the client.

DECOR & LIGHTING

- Decor may not be attached to attached, or otherwise affixed to structures/walls/doors without prior approval from venue.
- **All decor must be removed by the end of the event.**
- Any lighting or decorations that emit heat must be kept at least 2 feet away from the walls and ceiling.
- All taper candles must be placed in **secure candle holders** to prevent tipping. Votive/Floating Candles are ideal.
- If a stage riser is requested, decorators must cover it; WFM provides only a **bare stage**.
- All arrangements must arrive ready to be placed; **no floral preparations are allowed inside.**
- The client will be held financially responsible for any damage caused by décor or lighting installations.

ENTERTAINMENT / DJ / PRODUCTION

- The venue will provide the DJ with two XLR outputs to connect to the **in-house sound** system.
- The venue will **not supply sound** equipment for the **outdoor** ceremony site; the DJ must bring their own sound and microphones for the ceremony.
- A venue **walkthrough** is required prior to the DJ's first event at WFM.
- All carts and equipment **must not cause** damage to the venue; any damages will be charged to the client.
- Loud music must cease by 10 PM on Sunday through Thursday and 11 PM on Fridays and Saturdays.

PHOTOGRAPHY / VIDEOGRAPHY

- Do not stand on chairs.
- All **lights** must be wireless.
- Must arrive at least 30 minutes prior to their start time, unload and move vehicles to the main parking lot.

MAKEUP ARTIST / HAIR STYLIST

- Must arrive at least 15 minutes prior to their start time, unload, and **move their vehicle** to the main parking lot.
- Venue staff will not be available to assist with unloading.
- It is recommended for Artists to use protective coverings on tables, chairs, and floors to prevent makeup stains or spills.
- **Any damages or stains left behind will result in additional repair charges.**
- Workspaces must be cleaned after use. Additional cleanup charges will apply if not followed.
- Proof of liability insurance must be provided upon request to cover any damages.

Full Name: _____ Company Name: _____