



2026 VENDOR POLICIES & AGREEMENT

PRIOR TO PROVIDING SERVICES AT WHITES 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 A MINIMUM OF \$2,000,000 (CATERERS \$5M) AND BE APPROVED BY WFM AT LEAST FOUR (4) WEEKS BEFORE THE EVENT.**

*****LATE SUBMISSIONS AFTER 4 WEEKS WILL RESULT IN A \$500 CHARGE TO THE CLIENT*****

OUTLINED BELOW ARE THE EXPECTATIONS AND POLICIES TO PROMOTE A SMOOTH AND ENJOYABLE EVENT EXPERIENCE:

- VENDORS MAY ARRIVE **4 HOURS BEFORE THE EVENT START TIME** FOR SETUP. EARLY ACCESS WILL INCUR ADDITIONAL CHARGES, MUST BE PRE-APPROVED AND COORDINATED WITH VENUE MANAGEMENT.
- VENDORS MUST USE THE DESIGNATED **LOADING AREAS** FOR EQUIPMENT DROP-OFF AND THEN PARK IN THE **MAIN PARKING LOT**. UNATTENDED VEHICLES **WILL BE TOWED** AT THE OWNER'S EXPENSE.
- **ATTACHING, HANGING, OR AFFIXING ANY ITEMS TO WALLS, CHANDELIERS, MIRRORS, CEILINGS, OR DOORS IS STRICTLY PROHIBITED.** ANY UNAUTHORIZED INSTALLATIONS WILL RESULT IN FINES AND MAY BE REMOVED BY VENUE STAFF.
- ALL DELIVERIES MUST BE SCHEDULED AND COORDINATED WITH WFM MANAGEMENT.
- VENDORS ARE RESPONSIBLE FOR **CLEANING THEIR RESPECTIVE AREAS**. FAILURE TO DO SO WILL RESULT IN THE CLIENT BEING CHARGED ADDITIONAL CHARGES.
- VENDORS MUST VACATE THE PROPERTY **WITHIN 1 HOUR** OF THE CONTRACTED EVENT END TIME OR BY **1:30 AM**, WHICHEVER IS EARLIER. ADDITIONAL CHARGES WILL APPLY IF VENDORS REMAIN BEYOND THIS PERIOD.
- SMOKING IS PROHIBITED INSIDE ALL STRUCTURES ON THE PROPERTY. OUTDOOR SMOKING IS ONLY ALLOWED IN DESIGNATED AREAS.
- **VENDORS MUST MAINTAIN A PROFESSIONAL APPEARANCE AND BEHAVIOR AT ALL TIMES.** FAILURE TO ADHERE TO PROFESSIONAL STANDARDS MAY RESULT IN REMOVAL FROM THE PREMISES.
- VENDORS AND THEIR REPRESENTATIVES ARE **STRICTLY PROHIBITED FROM CONSUMING ALCOHOLIC BEVERAGES** WHILE ON THE PREMISES.
- VENDORS ARE PROHIBITED FROM DISPLAYING MARKETING SIGNS DURING PRIVATE EVENTS.
- **VENUE WILL NOT PROVIDE EXTENSION CORDS**, PLEASE PLAN TO BRING YOUR OWN POWER CABLES AND **WHITE GAFFERS TAPE** TO COVER CABLES. USE OF OTHER TAPE WILL INCUR ADDITIONAL CHARGES.
- WFM STAFF WILL CONDUCT A FINAL PROPERTY INSPECTION IMMEDIATELY FOLLOWING THE EVENT TO ENSURE COMPLIANCE WITH CLEAN-UP AND DEPARTURE POLICIES.
- **WFM IS NOT LIABLE FOR LOST, STOLEN, OR DAMAGED ITEMS** LEFT ON THE PROPERTY BEFORE, DURING, OR AFTER THE EVENT.
- CLIENTS ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGES CAUSED BY THEIR VENDORS.
- **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.
- **USE OF FIREWORKS, SPARKLERS, OR OPEN FLAMES MUST BE PRE-APPROVED BY WFM MANAGEMENT** AND COMPLY WITH LOCAL FIRE REGULATIONS.

EVENT PLANNER | COORDINATOR

- **MUST ATTEND THE FINAL WALKTHROUGH** WITH THE CLIENT AND KEY VENDORS.
- **MUST PROVIDE THE FINAL DETAILED TIMELINE** NO LATER THAN 2 WEEKS PRIOR TO THE EVENT. (LATE SUBMISSIONS WILL RESULT IN EXTRA CHARGES TO THE CLIENT).
- **MUST PROVIDE THE FINAL SEATING CHART/FLOOR PLAN** NO LATER THAN 2 WEEKS BEFORE THE EVENT. (LATE SUBMISSIONS WILL RESULT IN EXTRA CHARGES TO THE CLIENT).
- **MUST ATTEND CLIENT REHEARSAL** TO ENSURE SMOOTH EVENT-DAY OPERATIONS.
- **MUST ARRIVE BEFORE VENDOR LOAD IN TIME AND BE PRESENT FOR THE ENTIRETY OF THE EVENT.**
- **MUST CONDUCT A CLOSING WALKTHROUGH** WITH THE BANQUET MANAGER. (A \$500 CHARGE WILL APPLY TO THE CLIENT IF EVENT COORDINATOR LEAVES WITHOUT CONDUCTING THE CLOSING WALKTHROUGH).
- HANDLE PACKING AND REMOVING ALL CLIENT PERSONAL DECOR, INCLUDING ITEMS FROM THE CEREMONY SITE.
- **ENSURE ALL VENDORS FOLLOW WFM'S POLICIES AND PROCEDURES.**
- ANY ADDITIONAL COSTS CAUSED BY PLANNING OR COORDINATION OVERSIGHTS WILL BE **PASSED ON TO THE CLIENT.**

CATERERS | BEVERAGE & DESSERT VENDORS

- ALL CATERERS, BEVERAGE PROVIDERS, AND DESSERT VENDORS MUST **COMPLY WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL HEALTH DEPARTMENT REGULATIONS**, INCLUDING LOUDOUN COUNTY AND VIRGINIA DEPARTMENT OF HEALTH REQUIREMENTS.
- ALL FOOD MUST BE **PREPARED IN A LICENSED COMMERCIAL KITCHEN** AND TRANSPORTED, STORED, AND SERVED IN ACCORDANCE WITH HEALTH CODE STANDARDS.
- 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.** (LATE SUBMISSIONS WILL RESULT IN EXTRA CHARGES TO THE CLIENT).
- A CATERING SUPERVISOR MUST BE PRESENT ON-SITE AT ALL TIMES DURING THE EVENT.
- **CATERERS ARE RESPONSIBLE FOR REMOVING ALL TRASH FROM THE PREP AREA AND PLACING IT IN DESIGNATED TRASH CONTAINERS ONLY.**
- GREASE AND OTHER FOOD LIQUIDS **MUST NOT BE DISPOSED OF IN DRAINS OR SINKS.**
- PREP AREAS MUST BE CLEANED AND LEFT IN ACCEPTABLE CONDITION.
- ICE AND LIQUID WASTE MUST BE DISPOSED OF IN THE DESIGNATED KITCHEN SINK **ONLY.**
- **MUST CONDUCT A CLOSING WALKTHROUGH** WITH THE BANQUET MANAGER. (\$1000 CHARGE WILL APPLY TO THE CLIENT IF CATERER LEAVES WITHOUT CONDUCTING A CLOSING WALKTHROUGH).

DECOR | FLORALS

- **DECOR MAY NOT BE ATTACHED** TO FIXTURES, OR OTHERWISE AFFIXED TO STRUCTURES/WALLS/DOORS WITHOUT PRIOR APPROVAL FROM VENUE.
- **ONCE EQUIPMENT IS UNLOADED, VEHICLES SHOULD IMMEDIATELY BE MOVED TO THE MAIN PARKING LOT PRIOR TO SETUP.**
- **ALL DECOR** MUST BE REMOVED **WITHIN 1 HOUR** OF THE CONTRACTED EVENT END TIME.
- VOTIVE & FLOATING CANDLES ARE PERMITTED. **REAL FLAME TAPER CANDLES ARE PROHIBITED**, UNLESS APPROVED BY WFM MANAGEMENT.
- DECORATORS MUST PROVIDE STAGE RISER COVER. **WFM PROVIDES ONLY A BARE STAGE.**
- A TARP OR FLOOR COVERING IS REQUIRED FOR ANY **FLORAL PREPARATIONS.** (\$500 CHARGE WILL APPLY TO THE CLIENT IF THE VENUE STAFF IS REQUIRED TO CLEAN THE VENUE AFTER DECOR TEAM).
- ALL OUTDOOR DECOR INSTALLATIONS MUST BE **PROPERLY WEIGHTED, SECURED, AND WEATHER-APPROPRIATE.**
- THE VENUE RESERVES THE RIGHT TO **REQUIRE REMOVAL, RELOCATION, OR MODIFICATION** OF ANY DECOR DEEMED UNSAFE DUE TO WEATHER CONDITIONS.
- THE **CLIENT WILL BE HELD FINANCIALLY RESPONSIBLE** FOR ANY DAMAGE CAUSED BY DECOR OR FLORALS INSTALLATIONS.

ENTERTAINMENT | DJ | PRODUCTION

- VENUE WILL PROVIDE THE DJ WITH TWO XLR OUTPUTS TO CONNECT TO THE IN-HOUSE SOUND SYSTEM.
- DJS DO NOT NEED TO BRING SPEAKERS OR MICROPHONES FOR RECEPTION USE.
- DJS MUST BRING THEIR OWN CONTROLLER.
- OUTDOOR CEREMONY SOUND EQUIPMENT IS NOT INCLUDED IN VENUE AV PACKAGES. THE DJ MAY BRING THEIR OWN SOUND AND MICROPHONES FOR THE CEREMONY IF NEEDED.
- **ONCE EQUIPMENT IS UNLOADED, VEHICLES SHOULD IMMEDIATELY BE MOVED TO THE MAIN PARKING LOT PRIOR TO SETUP.**
- CARTS AND EQUIPMENT MUST NOT CAUSE DAMAGE TO THE VENUE.
- VENUE HAS ADDITIONAL POWER AND DISTRO BOXES AVAILABLE FOR RENT,
- VENUE WILL PROVIDE A WHITE FACADE; DJS ARE WELCOME TO BRING THEIR OWN IF PREFERRED.

PHOTOGRAPHY | VIDEOGRAPHY

- **DO NOT** STAND ON CHAIRS.
- ALL LIGHTING EQUIPMENT **MUST BE WIRELESS.**
- THE VENUE WILL ONLY PROVIDE ONE (1) XLR AUDIO OUTPUT FOR AUDIO RECORDING PURPOSES.
- ALL CAMERA EQUIPMENT, TRIPODS, MONOPODS, AND STANDS **MUST BE PLACED IN A MANNER THAT DOES NOT OBSTRUCT** GUEST PATHWAYS, EXITS, OR VENUE OPERATIONS.
- NO EQUIPMENT MAY BE MOUNTED, TAPED, CLAMPED, OR AFFIXED TO WALLS, CEILINGS, FURNITURE, OR VENUE STRUCTURES.
- ONCE EQUIPMENT IS UNLOADED, VEHICLES SHOULD IMMEDIATELY BE MOVED TO THE MAIN PARKING LOT PRIOR TO SETUP.

MAKEUP ARTIST | HAIR STYLIST

- **PLEASE NOTE THAT THE VENUE DOES NOT HAVE ELEVATORS. ALL GETTING-READY SUITES ARE LOCATED ON THE SECOND FLOOR.**
- ONCE EQUIPMENT IS UNLOADED, VEHICLES SHOULD IMMEDIATELY BE MOVED TO THE MAIN PARKING LOT PRIOR TO SETUP.
- ARTISTS ARE STRONGLY ENCOURAGED TO USE PROTECTIVE COVERINGS ON TABLES, CHAIRS, AND FLOORS TO PREVENT MAKEUP STAINS OR SPILLS.
- ALL WORKSPACES MUST BE FULLY CLEANED AFTER USE.
- **ANY DAMAGES OR STAINS** LEFT BEHIND WILL RESULT IN ADDITIONAL CHARGES TO THE CLIENT.

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: _____ **CONTACT CELL:** _____

TODAY'S DATE: _____

UPON COMPLETION OF THIS DOCUMENT - PLEASE EMAIL IT TO EVENTS@WFMANOR.COM