



## WFM VENDOR POLICIES & AGREEMENT

In order to work as a vendor at White's Ferry Manor, each vendor/company must read, sign, and return this agreement prior to their first event at White's Ferry Manor.

**By defining these expectations and procedures we hope to ensure a pleasurable environment for everyone:**

- A final walkthrough with the client, and all key vendors is required no less than 14 days before the event.
- WFM will provide one onsite facility manager. This person will check in periodically throughout the event but may be in office if you need to locate them.
- Attaching, hanging, mounting, or affixing anything to the walls, chandeliers, doors, etc will not be tolerated.
- Any deliveries will require coordination with White's Ferry Manor management.
- Setup time is 3 to 4 hours prior to event start time. The client will be charged for any additional time needed.
- All vendors must park in the parking lot if there is The Maharani Ceremony Area is being used.
- All vendors are responsible for cleaning up their respective areas.
- Vendors are expected to be cleaned up and off the property 2 hour after client's contract end time or by 2 am, which ever is earlier. Clients will be charged \$250 per hour if WFM staff has to stay over 2 hours after the event.
- Smoking/Vaping is not allowed inside any structure on the property.
- All Vendors are required to dress and act professionally at all times. Consumption of alcoholic beverages by vendors or their representatives will not be tolerated.
- The clients will be financially responsible for damages occurring to the property by their vendor.
- White's Ferry Manor assumes no responsibility for lost, stolen or damaged materials left on the premises.

### INDEMNIFICATION

The Undersigned on behalf of himself, herself, itself or any agents and employees, hereby waives and releases, indemnifies, hold harmless and forever discharges White's Ferry Manor, their members, managers, officers, agents, and employees (herein collectively referred to as White's Ferry Manor) from any and all claims, demands, debts, contracts, torts, expenses, causes of action, lawsuits, damages, and liabilities, of every kind and nature, whether known or unknown, in law or equity, that the undersigned, their agents or employees ever had or may have, arising from or in any way related to the undersigned being on the premises of White's Ferry Manor provided that this waiver of indemnification and liability does not apply to any acts of gross negligence, or intentional, willful or wanton misconduct by White's Ferry Manor or its agents/representatives. The undersigned, their employees and agents waive all claims for damages, injuries and death sustained to the undersigned, their agents, employees, or their property that the undersigned may have against the aforementioned released parties as concerns such activity. By the waiver, the undersigned assumes any risk, and takes full responsibility and waives any claims of personal injury, death, or damage to person or personal property suffered by the Undersigned, their employees and agents.



## POLICIES FOR VARIOUS INDUSTRY PARTNERSHIPS

### EVENT PLANNERS/COORDINATORS

- A detailed timeline document must be provided to White's Ferry Manor **14 days prior** to the event date.
- Final event layout / floor plan for table and chair setup. No furniture will be moved during the event.
- Walkthrough with the venue manager upon the completion of the event

### CATERS (does not apply to Bakeries)

- Every caterer working with WFM is required to supply up to date business certification and certification of insurance (COI) up to \$2,000,000 General Aggregate required no later than **14 days before the event date**.
- Our fryer, grill or tandoor are not available for use.
- Cater must send a detailed equipment list, needs to be approved two week prior.
- Cater must provide STERNOS, live station cooks, food runners, and FOOD SIGNS.
- A supervisor must be on-site at all times during the whole event.
- Caterer must remove all trash from kitchen/prep area and place it in the appropriate trash areas.
- Caterers may not dispose of grease, food, or other liquids except water in drains, sinks or toilets.
- Sinks, tables and all preparation equipment are to be cleaned and left in appropriate condition.
- Caterer must be released by WFM before departing or the client may be charged fees for extra clean up.

### DÉCOR & LIGHTING

- Confetti or wish lanterns are prohibited.
- Sparklers may only be lit outside on the black top, away from the tent. There will be a \$100 clean up charge.
- Décor or lighting may not be attached, or otherwise affixed to structures unless approved prior to the event.
- All décor and lighting must be removed at the conclusion of the event.
- Any lighting or decorations that emit any level of heat shall not be set closer than 2 feet from the ceiling.
- Taper Candles are strictly prohibited.
- All arrangements must arrive ready to be placed upon arrival. No florals may be prepped on site.

### ENTERTAINMENT / DJ

- The Venue will provide you and your DJ with 4 - K10.2 QSC speakers inside The Maharaja Tent. Your DJ may bring sound for ceremony and cocktail areas.
- Any additional bass equipment will not be tolerated. **NO SUBWOOFERS ARE ALLOWED.** WFM team have permission to disconnect the speakers if necessary.
- WFM will provides 4 speakers on stands and XLR cables only. DJ will need to provide all other equipment.
- DJs must provide a table facade to cover all equipment so no wires are visible to guests during reception
- Any carts or equipment shall not cause damage to the floors. Any damages will be charged to the client.
- Loud music must cease by **10pm on Sunday-Thursday & 11pm on Fridays/Saturdays.**

### PHOTOGRAPHY / VIDEOGRAPHY

- Please do not stand on the chairs.
- We'd love to show off your work on social media. Please provide a download link for the photos when ready. Please email them to [events@wfmanor.com](mailto:events@wfmanor.com), If you post photos, don't forget to tag us!
- **Light stands need to be wireless & PLEASE do not set them up in the middle of the space during the event.**

Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_