

RENTAL RULES AND REGULATIONS and some suggestions (lessons learned)

These rules are subject to change based on our experiences and best management practices in venue operations.

Aisle Planner: We will create a project for you in Aisle Planner. This planning portal will have helpful information on vendors, the venue, a timeline creator, your table layout, a 12–18 month to-do list, questionnaires, and a place to add your vendors. We can communicate through Aisle Planner and add your wedding planner to access all the features. Please take some time to familiarize yourself with the portal. All vendors contact info (email and phone numbers) need to be entered into Aisle Planner at least two months before your wedding. We will set-up the venue for your wedding based on your Aisle Planner layout, your venue layout questionnaire, and your 60-day walk-through. We will pull your décor items based on your Aisle Planner “shopping list”. Completing Aisle Planner according to the checklist triggers enables us to help you to our full ability.

Capacity: We have capacity for 175-200 guests and 100 vehicles. We can flex the guest count number up to 200 but for ultimate guest comfort we recommend limiting your guest count to 175.

- The bridge capacity is limited to 10 people at a time
- The Swanky Suite capacity is limited to 12 named people to protect our septic system.

Timeline: Rental is from 10am -11pm. Guest, vendor, and rental ins/outs must occur within your stated rental period. Music goes off and the event ends/guests leave at 10pm leaving an hour to pack and clear out vendors. Shack and Suite shall be packed and emptied prior to your ceremony start time (okay to leave post-ceremony change of clothes but for security and ease of exit, most items shall be removed prior to the ceremony). The amphitheater and dock shall be cleaned of décor prior to sunset. If utilizing shuttles, please schedule the last shuttle to pick-up guests by 10pm.

Sample Timeline with various events occurring over a range of times (this is in no means a complete timeline but a guideline that shows the flow of the day around open/closed hours and 5 hours of bar service)

10 AM	Gates open; earliest renter and vendor arrival unless prior arrangements have been made
3-4:15 PM	Guest's invitation arrival time
3:30-4:30	Ceremony start time (at the hottest part of summer, the later start time is suggested)
3:45-4:45	Cocktail Hour Starts
5:15-6:15 PM	Cocktails End
5:15-6:15 PM	Reception Starts (length of reception is dependent on guest count and type of food service)
Based on reception time frame Speeches and Cake Cutting follow in the tent then guests are excused to get drinks/dessert in the boat and head to the dance floor.	
6:45-8 PM	Dancing/Entertainment
8:30-9:15 PM	Last call for alcoholic beverages
8:45-9:30 PM	Bar closes (5 hours after Cocktail Hour started)
9:45 PM	Last dance followed by Send-off
10 PM	Event ends/Guests leave/Shuttles leave
10 PM	Packing up begins
10:30 PM	Same day rental pickups are completed
11 PM	All vendors off property/gates closed
Happily Ever After!	

Facilities Coordinator: Gray Bridge will provide a facilities coordinator on the day of your event. This person is not a wedding or day-of coordinator but a staff member to keep the venue operating smoothly. Gray Bridge staff during your event are responsible for maintaining the restrooms and will assist with parking, trash can liner changing, and general facilities care and maintenance. Staff is working for the venue and is not working in the capacity of event coordinator or facilitator.

Gray Bridge Staff will provide your initial furniture/site set-up based on your requested layout if received at least 7 days prior to your event. Much of the available furniture is available in certain locations only (for example, farmhouse tables and chairs shall remain in the reception tent and won't be moved to the pool deck). We are not staffed to move your furniture the day of your event but if your layout requires "flipping" spaces for multiple uses or unexpected bad weather, we will assist.

Catering: Gray Bridge maintains a list of caterers **NOT** allowed to work events at Gray Bridge due to their actions at prior Gray Bridge events. Prior to signing a contract with a caterer, reach out to Gray Bridge and verify the caterer is allowed to work here. Self-catering is not allowed.

See Vendor Rules for a description of the services your caterer is expected to provide.

Alcohol: All bartending may only be provided by bartenders from Gray Bridge's pre-approved list.

Alcohol service is limited to no more than 5 hours, starts after the ceremony, and ends by 9:30 PM or 30 minutes before the planned event end time, whichever is earlier. Open bar and shots of hard alcohol are prohibited. Self-service of alcohol or alcohol for service placed directly on tables is not permitted but tableside service of alcohol is allowed. Hard alcohol is only allowed as "signature cocktails" (a premixed drink with no more than 1 ½ oz of alcohol per serving and a float/extender so there is more than just alcohol in the glass) and limited to service of no more than 1 ½ hours of time between the ceremony and dinner only and included in the 5 hours of service. Last call must be given by the bartender no later than 30 minutes prior to the music ending and by 9:15 PM at the latest. After last call is given, the bar must close within 15 minutes and no later than 9:30 PM. Gray Bridge and/or the bartender may opt for a "soft close" in which last call is not announced. If Gray Bridge opts for a soft close, the bartender or DJ will be informed and may not over-ride this decision. Washington State law requires that food must be served if alcohol is served.

We suggest you limit your cocktail service to one or two signature cocktails and no more than 3-4 beer and wine choices—many choices for your bar will drastically slow how quickly your guest can get served. Signature cocktails are defined as premixed drinks with no more than 1 ½ oz of alcohol per serving and a float/extender so there is more than just alcohol in the glass. **Washington State law says the host (bride/groom) of the event is legally liable for drinking and driving accidents.**

After the reception, bar service will be from plastic or compostable cups. Real glassware is prohibited on the dance floor. Unless you have a small event, we strongly discourage single-serving cans and bottles. They create very heavy recycling/waste, they are not environmentally friendly, and they don't look good in photos. To further encourage kegs, Gray Bridge provides a jockey box and taps for two kegs. We do provide two rolling beverage carts if you have non-alcoholic single-serve beverages.

See Vendor Rules for a description of the rules and regulations your bartender is expected to follow.

DJ/MC: All DJ/MC/Amplified sound may **only** be provided by DJs from Gray Bridge's pre-approved list.

Wedding Planner: Weddings at Gray Bridge **require** the use of a professional wedding planner or day-of coordinator who is not a guest at your wedding. See Vendor Rules for expectation of services provided.

Event Insurance: Gray Bridge requires liability insurance to protect you from the costs of damages or guest actions at the venue. You may also consider wedding event insurance to cover the cost of your contracts and your expenses of your wedding. Event insurance can cover cancellations, deployments, vendors going out of business or not honoring their contracts with you, loss of dress, loss of rings, etc. Each event insurance policy is different and costs vary based on the coverage provided.

By way of information, Renter's event Insurance typically does not cover any paid vendor and leaves the Renter responsible and financially liable for any actions of their uninsured or inadequately insured vendors. **Gray Bridge recommends only hiring vendors who are licensed to do business in Washington State and insured for the business they provide.**

Ice: There is ample freezer space available for ice storage. Our local stores have rationed ice on some summer weekends—don't assume you will be able to get plenty of ice locally. You will need to assign someone (guest or caterer/bartender) to bring ice. 15 bags of ice are needed, add 5 bags for cocktails with ice, and 5 more bags if over 150 guests or if it is over 85 degrees on your wedding day.

Set-up and Decor: Your planner will typically set-up your décor. Tape and penetrations (nails, pushpins, tacks, staples) are not allowed. If vendors need to secure cords to the pool deck or helipad, only gaffers' tape is permitted. If you opt for a send-off, real flower petals, bubbles, ribbon wands, light sabers, and other non-impact items are allowed (please check with us first!) Fireworks, rice, birdseed, fake flower petals, confetti, potpourri, glitter, and released balloons are not allowed. No candles, open flames or fireworks are allowed at the venue.

Clean-up: Ensure that whoever is responsible for removing your décor is aware of what items are yours and what items belong to Gray Bridge. Generally, most of our items have a sticker or pink mark on them. We will handle trash, compost, and recycling. To minimize the amount of trash, please remove items from boxes/packaging at home so we do not have to dispose of all the wrappings. While we have a good amount of trash storage, multiple weddings in a weekend can generate a lot of trash. Gray Bridge staff will do the heavy cleaning and furniture moving before and after your event.

Rental items that are being picked up by vendors are your responsibility to clean and prepare according to the rental company's rules and policies and not included in Gray Bridge cleaning.

We are not responsible for excessive cleaning resulting from misbehavior. This includes cleaning of vomit and bodily waste.

Kids: If children will be at your event, plan children's activities or crafts and hire or assign a childcare provider to oversee children twelve and under. There is a lot of water, a firepit, places to explore, delicate flowers and landscaping, and farm animals on the property all of which require children be supervised. Parents will enjoy themselves and damages will be minimized when children are safely occupied.

All guests and vendors, including children, are expected to stay on paths, paved surfaces, and on the grass. Walking in flower beds and climbing in trees/shrubs is forbidden. Entering areas that are labeled as not for guest use (such as "private" signs) are prohibited.

Pets: No dogs or other pets are allowed on the premises without prior written consent from Gray Bridge. Pets are not allowed in the suites.