

VENDOR RULES-- The Renter accepts responsibility for vendors performing the tasks detailed in your contract, Rental Rules, and Vendor Rules. We share our vendor rules and expectations with your vendors using the vendor information you provide to us in Aisle Planner.

Our general philosophy is that when we or other vendors have completed our primary responsibilities and have "down time" we all work together for the benefit of the client and the guest experience. Vendors that say "that's not in my contract" but have completed their contractual work and are unwilling to help earn a place on our "not recommended" list. Vendors that we recommend are a part of YOUR team and we value those that are team players to help make your day the best it can possibly be.

VENDOR RULES AND RESPONSIBILITIES Share with your vendors **BEFORE** you hire them. (We can send you an electronic copy of these rules for each vendor if you would like, just ask!)

All Vendors:

The venue opens at 10 AM on the wedding day.

The event ends at 10 PM.

If shuttles are provided, they should be scheduled to pick up guests by 10 PM.

All vendors need to be out by 11 PM.

Please base your schedule around these times and please don't schedule arrival or departure outside of these times.

All vendor's vehicles need to be parked in the grass alongside the guest parking lot and not moving prior to scheduled guest arrival time. Please pull up to your work area to unload. The driveway is also the fire lane so please unload and park quickly from the driveway.

Bartending:

We require bartenders who work events at Gray Bridge to be from our pre-approved list.

ALL alcohol needs to be provided by the event host. Upon arrival, the bartender is expected to "sweep" the get-ready spaces; the bartender needs to take possession of any alcohol.

The bar opens **AFTER** the ceremony. The bar service is limited to 5 consecutive hours of service. Cocktail hour begins immediately after the ceremony, it is scheduled on the timeline, and lasts up to 1 ½ hours. **Hard alcohol** may **ONLY** be served in the form of the couple's pre-approved signature cocktails. A cocktail may contain no more than 1 ½ ounces of hard alcohol and needs a mixer/extender. Hard alcohol is **ONLY** allowed during cocktail hour. Shots, doubles, stronger drinks, longer drinks, or drinks not on the pre-approved cocktail menu may not be served.

Tableside wine/champagne service is allowed if poured by the licensed and insured bartender and scheduled by the client to ensure adequate staff/speed is possible. Beer/wine/seltzer/cider/champagne may be served from after the ceremony until the bar closes. Regardless of if the DJ makes a "last call" announcement or not, the bar needs to close **AT LEAST** 30 minutes before the scheduled event end time (or by 9:30—whichever is earlier).

Alcohol may not be served to minors. Bartenders may not consume alcohol while working. Over-service is not allowed and is the responsibility of the bartender to prevent.

If the bartender needs to leave the bar for any reason, the chain needs to be in place, alcohol must be secured, and no service is allowed. If alcohol cannot be secured when the bar is not occupied, another staff member or venue staff must stay in the bar but may not provide service.

At the end of the night, touch base with Gray Bridge staff regarding what alcohol is staying versus what may go home with the event hosts. Secure all alcohol in the cabinet for Gray Bridge staff to lock.

While in the bar, please keep the water station and coffee Keurig water vessels full. Gray Bridge staff will also assist with this through-out the night. During down times, please pick up abandoned cups and dishes from the helipad (bar) area. At the end of the night, clean the bar area, clean any dishes or service items used, break down empty boxes and put in recycling cans.

Catering:

Caterers working at Gray Bridge shall be “full-service” and accept responsibility at a minimum for clearing reception tables of all food, trash, filling water glasses, scraping dishes and stacking glassware. Caterers are expected to return the service areas they used to the condition they found them in. Gray Bridge will handle trash, compost, and recycling on site. If Renter desires a caterer that does not provide full-service, a staffing company shall be hired by the Renter to assume that responsibility.

Gray Bridge provides coffee and water stations at three locations throughout the venue. We do this so that when caterers leave prior to the end of the event, coffee and water remains available for guests.

All trash and recycling shall be placed into bags provided by Gray Bridge or put it in a location as directed by Gray Bridge staff. All recycling shall be sorted, and all cardboard shall be crushed flat and placed in receptacles. Gray Bridge will dispose of catering trash using the bags and receptacles provided.

All caterers providing services to Renter at Gray Bridge event Facilities MUST provide a copy of their applicable and valid business license and certificate of insurance naming Gray Bridge as an additional insured. The certificate of insurance shall be delivered at least thirty (30) days prior to the event.

DJ:

We require DJs who work events at Gray Bridge to be from our pre-approved list.

Planner:

All weddings at Gray Bridge require the use of a professional wedding planner or day-of coordinator who is not a guest at the wedding. This role includes at a minimum conducting the rehearsal; setup and breakdown of décor; overseeing rental pickup, packaging, and delivery; creating and managing the day-of timeline; acting as event day contact for other vendors and Gray Bridge staff; coordinating vendor arrival and departure time; bussing of spaces not cleared by the Renter, caterer, staff or bartender (often the helipad and pool deck areas); disposing of trash, recycling, and compost generated by the event into the receptacles provided; and an end-of-event walk-through with Gray Bridge staff.

Please ask Gray Bridge staff prior to rearranging and moving furnishings, including, but not limited to, artwork, lamps, furniture, reception furniture, wine barrels or seating. No nails, screws, staples, or penetrating items are to be used on any Gray Bridge building or structure. Real flower petals are allowed but **must be** picked up after use. Rice, birdseed, fake flower petals and confetti are not allowed at any time. Only low tack (gaffers) tape is allowed on our floors and walls. No candles, open flames, or fireworks are allowed at the event Facilities. Decorating and decoration removal needs to occur entirely within the rental period and cleaning of the amphitheater needs to occur prior to sunset. Rice, birdseed, fake flower petals and confetti are not allowed at any time. Only low tack tape is allowed on our floors and

walls. No candles, open flames, or fireworks including sparklers and smoke bombs are allowed at the event Facilities.

No nails, screws, staples, or penetrating items are to be used on any Gray Bridge building or structure. Anyone who uses a ladder shall provide Gray Bridge with a copy of their applicable and valid business license and certificate of insurance naming Gray Bridge as an additional insured at least thirty (30) days prior to the event. Gray Bridge Event Venue, LLC shall be named as an additional insured of said policy and a waiver of subrogation is required.

Florist:

No nails, screws, staples, or penetrating items are to be used on any Gray Bridge building or structure. Flowers “assembled” on site shall be assembled on the grass or in the catering tent as cleaning greenery off the tent floor cannot be done after the tent is set for an event. The catering tent shall be cleaned and vacated prior to the caterer’s scheduled arrival time. Greenery and flowers that have fallen on the ceremony dock, the aisle, or the reception tent shall be cleaned up prior to the start of the event.

If you need to use a ladder, prior to shall provide Gray Bridge with a copy of their applicable and valid business license and certificate of insurance naming Gray Bridge as an additional insured at least thirty (30) days prior to the event. Gray Bridge Event Venue, LLC shall be named as an additional insured of said policy and a waiver of subrogation is required.

If flowers need to be moved from the ceremony to another location, please ensure that the client is aware of this expectation AND passes this information on to their planner.

Empty cardboard boxes shall be removed from the venue or crushed flat and placed in the recycling totes provided. Extra product shall be composted in the compost totes provided.