

## THE GRAND HALL VENDOR REGISTRATION

### Rules Policies Procedures

The Grand Hall at Westlake Gardens 400 N High School Road, Indianapolis IN 46214 | 317-863-3300

Dance Floor: **The Grand Hall is the exclusive provider; no other vendor will be permitted.**

Limo Service: Must be licensed, insured, and have all permits. Balloon Decorator:

Chivari Chairs: **The Grand Hall is the exclusive provider; no other vendor will be permitted.**

Caterers Food: Any Selling of Alcohol Beverages: Must provide all catering alcohol ABC license, insurance, permits.

Decorators: DJ: Pastry/Dessert/Wedding Cake/Chocolate Fountain: Shot Cart Non – Alcohol: Photo Booth: Special Lighting: **All Other Vendors Must Register As Well.**

**Vendors must be in good standing with The Grand Hall. VENDORS MUST REGISTER AND PAY OR WILL NOT BE PERMITTED INTO THE HALL! Methods of payment:** Cash, Check or Credit Card to: Venture Catering Consultants.

The vendor agrees to a fee of (\$50.00) Fifty Dollars, pre-event, paid, (20) twenty days prior to scheduled events. If the vendor wishes to be placed on our Preferred Vendor List, there is a one-time fee of (\$250.00) two hundred and fifty dollars. Licenses, Insurance, Permits and registration fee must be emailed [jamie@venturecatering.com](mailto:jamie@venturecatering.com) along with credit card payment. The vendor is solely responsible for any required permits, insurance, licenses that are required by agencies. Vendors are to follow all safety regulations regarding exit doors, lighting, electricity, parking safety. If you are selling alcohol, ABC alcohol laws must be followed. No firearms or weapons are permitted on the grounds or in The Grand Hall. Vendors are to **KEEP DOORS CLOSED as much as possible to keep the air condition** at its peak. **ALL BANDS, DJ, PHOTO BOOTH, BAR, DANCE FLOOR, ANY VENDOR SERVICES AND PRODUCTS END ½**

**HOUR BEFORE END TIME OF THE EVENT! The Grand Hall is not responsible** for any renters 'vendor services or any products of vendors for the benefit of the renter's and guest's. **There is no next day pick-up of anything.** Vendors must tear down and be out of The Grand Hall in a timely fashion after the event end time. **The Catering Company** is responsible for the set-up, breakdown, and clean-up of the catering sites in the kitchen, food areas in the hall and outside where food or drink is provided. Cooking is not permitted on the carpet or near public door entrances inside or outside entrances of the Hall. **NO PROPANE IN THE KITCHEN OR HALL! Fireworks** are not permitted on the premises. Sparklers are only allowed outdoors. **Cold Sparks are permitted.** Vendors to ensure that any **electrical usage** does not exceed capacity. **Nothing On The Walls pictures, decorations, signage, lights) can be attached to walls, floors, and ceiling.** All electrical lines and cords must be taped and secured or covered with your own mats, not the Halls mats. **All damage to The Grand Hall** walls, ceilings, doors, property, and electrical system resulting from outside vendor activity will incur a charge to the renter and the vendor will not be permitted back to the Hall. No flame decorations, nails, thumb tacks, screws, glue, staples, glitter, or confetti are permitted. **DO NOT SHAKE THE LEINS ON TO THE FLOOR. Vendors will have to unstack chairs as needed. DJ may be asked to turn down the**

**sound to reasonable levels.** We will ask the levels to be adjusted one time. **Clean-up and Disposal** of all trash before, during and immediately after the event of all areas of the hall inside and outside. Vendors are responsible, once set up is completed, to remove storage containers, boxes, and all other items not essential for providing during the event from the building. Storage space is not available. **Anything left will be considered abandoned property. The Grand Hall May Terminate the vendors** ability to provide services, if any of the **following occurs:** 1) Conditions arise that make use of the property (or any component thereof) dangerous to health, safety, or welfare. 2) Inability to provide the basic facilities and services due to emergencies, including emergency related severe weather conditions and other natural disasters. 3) The presence or behaviors of the vendor, vendors agents, vendor employees that pose a threat to health, safety or welfare of the event staff, persons, or property. 4) Non-payment due according to the payment schedule. Vendor agrees to hold harmless, and **indemnify** The Grand Hall, Trustees, ESEC, Venture Catering Consultants or their principals, staff, management, and volunteers, liable for suit, actions, damages, and expenses in connection with damage to person or property, including injury, death, or illness, or for theft or damage to reputation, resulting from the use of The Grand Hall. The failure of either party to enforce any provision of the understanding is not construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision. By executing (signing) **this vendor understanding** in the space provided below, and paying fee/s, the undersigned vendor agrees to abide by, and to cause each of its agents, employees, sub-contractors, independent contractors, and representatives to abide by the foregoing understandings, agreements, rules, policies, conditions, and procedures of The Grand Hall.