

TEAR DOWN

Tear-Down is to begin immediately after the event conclusion and the space should be left neat and orderly no later than 30 minutes past the contracted completion time. The event group will incur additional charges for the removal of any debris or materials by our event staff at the close of the event, including boxes or crates left anywhere on the property - including the golf course and parking lot.

STORAGE

Saddleback Golf Club, LLC does not provide any storage prior to, during, or after an event. This includes refrigeration. All equipment and elements for an event need to be delivered and picked-up on the event day.

DRAPING / TAPING

All technical equipment in the event room that is visible to guests must be properly draped, with cables safely tucked away, enclosed, or attached. Gaffers tape (not duct tape) must be used to tape down all cords. At no time can anything be taped or otherwise affixed to walls, ceilings, baseboards, glass, or door frames.

SIGNAGE AND DISPLAYS

No signs, banners, or displays shall be erected or displayed.

FURNISHINGS

Saddleback's furnishings/décor may not be moved or removed. You may not change the function or location of any tables/chairs or other set up completed by Saddleback for the event without permission from the wedding coordinator. Glass, walls, doors, etc. are to be protected. Any damages done by you or your staff will be your sole responsibility.

ATTIRE AND CONDUCT

All vendor staff will be neatly attired with identification badges, lanyards, or nametags during set-up and throughout the event. ID should include the name of your business as well as employee names. Shirts (men's shirts must be sleeved), closed-toe shoes, and appropriate attire are required during set-up and throughout the event. Any change of clothing will take place in the pavilion restroom no later than 30 minutes prior to the event.

As professionals, it is important to realize that your attitude and behavior is an integral part of our entire operation. Please conduct yourself in a professional manner. Be sure your employees understand they must demonstrate a positive attitude about our wonderful property and above all, treat our staff with the greatest of courtesy. Remember, you are in our house. We are glad to assist you, but you should not, under any circumstance, be a disruptive element. All vendors must follow any and all instructions given by the wedding coordinator. Remember, your behavior reflects on the entire event and it is vital that you maintain a positive and professional attitude in order to be welcomed back.

SMOKING MARIJUANA AND ALCOHOL

Smoking marijuana is not permitted anywhere on Saddleback property. Absolutely no alcoholic beverages or marijuana are to be consumed while on Saddleback premises (including our parking lot). Drinking of alcoholic beverages or smoking/consuming marijuana prior to or during an event is strictly prohibited. Anyone found consuming alcohol or marijuana, or under the influence will be escorted off property.

MEALS

Vendors may not contract to receive event meals. Like our event staff, you are a professional here to work this event. You should either pack your meal or order something from the Tavern. The exception to this is a friend or relative who is also a vendor (if uncertain, ask yourself: "Would I have otherwise been invited to this event as a guest?").

FIRE SAFETY, ELECTRICAL, AND EQUIPMENT

Client has been advised that all candles must be protected by greater than a 2” nonflammable container. Any other open flames are prohibited on property. Electric wiring and equipment installation must conform to local codes. Engines, motors, or any kind of equipment may be operated only with the prior consent of the wedding coordinator.

LIABILITY

Saddleback Golf Club, LLC will not be responsible for any injury, loss, or damage that may occur to the vendor, the vendor’s employees or property, or to any other person brought by vendor, during or subsequent to the period covered by the vendor contract. Each vendor expressly releases Saddleback Golf Club LLC from such liabilities and agrees to indemnify Saddleback Golf Club, LLC against any and all claims for such injury, loss or damage.

Should you have any questions, please do not hesitate to contact the Weddings & Events Manager.

Thank you for your cooperation in making this event memorable for our guests.

It is mutually understood that the above Vendor Policies have been reviewed and are acceptable.

Type of Vendor:

DJ/Music

Cake/Dessert

Officiant

Florist

Photographer

Other _____

Signature: _____

Name : _____

Date: _____

Title: _____

Email: _____

Company: _____

Web Address: _____

Hashtags: _____