VENDOR AGREEMENT

The Pavilion at Saddleback is pleased to welcome you to our property. Below is important information necessary to clarify expectations, maintain efficiency, and provide a quality experience for our guests. Please take the time to review carefully, then sign and return a copy to us. Signed copy may be emailed to <u>Events@saddlebackgolf.com</u>

EVENT

Date of Event:

Client Name:_____

INSURANCE

Vendors must provide a Certificate of Insurance with the below listed coverage prior to the commencement of work or services. If you are a friend/relative providing a vendor service, this requirement may be waived at Saddleback's discretion. Saddleback Golf Club, LLC - 8631 Frontier Street, Firestone, CO 80504 - must be named as an additionally insured. Your insurance agent can email the certificate to <u>Events@saddlebackgolf.com</u>

Comprehensive General Liability/ Public Liability Insurance Bodily Injury & Property Damage: \$1,000,000 Each Occurrence \$1,000,000 Aggregate Products \$1,000,000 General Aggregate Workers' Compensation – Required if you will be bringing any of your own paid staff on site \$1,000,000 Each Accident \$1,000,000 Each Employee \$1,000,000 Policy Limit

If you don't already have insurance, Special Event policies are available from a number of sources, including www.totaleventinsurance.com.

CLIENT / VENDOR ACCESS

Vendor access typically begins three hours prior to the event. Contact our wedding/events coordinator if you require additional time. All functions are to be completely set with sound checks completed 30 minutes prior to the event beginning. You will be responsible to ensure the event space is clear of debris and/or boxes, crates, and other set-up supplies and tools (as well as swept and cleaned) 30 minutes prior to the start of the event, utilizing your own equipment.

LOAD-IN/LOAD-OUT AND PARKING

All load in must occur via designated locations provided by our staff. It is never permitted to load in or out via the clubhouse or restaurant entrance. After you have unloaded, you may park in the rear (north-east) of the parking lot.

SET UP, SUPPLIES, TRANSPORT & LABOR

Vendors are responsible for all transport and set up of all items necessary for their contracted portion of the event. Saddleback staff will not be able to assist you with your set up. You should plan ample time and labor to complete your work. Any extension cords, step stools, tables, chairs, linens, display items, Gaffers tape, small tools, etc. required must be provided by vendor. In the case of large equipment, vendors must supply their own moving equipment (i.e., dollies, carts, etc.) and staff. *Saddleback Golf Club, LLC event staff is not permitted to move items/equipment that is not ours*.

LOCATION & PREPARATION

Vendors must prepare prior to the event for every element they are responsible for. You should come knowing where and what needs to be done to complete your job; including course access, set-up locations, ancillary equipment required, etc. Saddleback event staff will be busy doing their jobs and will not have time to prepare for you.

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	Туре	of	Ven	dor:	
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DJ/MusicCake/DessertFloristPhotographer	Officiant Other
Signature:	
Name :	Date:
Title:	Email:
Company:	Web Address:
Hashtags:	