

Mountain View Manor

Client / Event Coordinator Information

- The Coordinator must work with all vendors (music, lighting, rental, catering, etc.) to determine overall power needs ahead of time and make arrangement for a generator if necessary.
- Shower and bathtubs in bride suite and groom quarters may not be used.
- Dress racks and hangers are provided in the bridal suite. Please do not hang dresses from the chandeliers under any circumstances (including photo opportunities) or any other area that is not designated.
- Open flame/s or smoking inside the suites or outside on the property is strictly prohibited.
- Keep in mind that the bridal suite and groom's quarters will not be fully secure during the event so caution should be used for storing personal belongings.
- Please determine ahead of time who will be responsible (either the client or the Coordinator) for cleaning up the bridal suite and grooms quarters at the conclusion of the event.
- No fireworks, sparklers or wishing lanterns may be used on the property. All send-off items must be environmentally friendly and pre-approved by Mountain View Manor Management.
- Candles used on the tables must be enclosed in glass-shaped holders with a heat protecting bases.
- Nails and staples are not allowed when placing decorations – please use tape, zip ties or floral/fishing wire. It will be your responsibility for providing ladders, supplies, and set up equipment including extension cords. Damage done to electrical equipment by using extension cords improperly is the responsibility of the client.
- It will be the Coordinator's responsibility to assign personnel to garbage service to insure cans are emptied and garbage liners installed as needed during and post event. All rubbish will need to be placed in the designated dumpster near catering tent.**
- All clean-up, break-down and rental pick up must be completed within one (1) hour conclusion of the event.
- Any décor/personal/rental items left at the venue must be taken by the Event Coordinator at the end of the evening – no items may be left at the venue overnight.
- The Coordinator is required to coordinate the setup, a full day of vendor management, timeline and breakdown of the event. The Coordinator must stay until the conclusion of the event break down to survey the grounds for damages and proper clean-up / break-down before leaving the property. Please note, if the Coordinator fails to check-out with Mountain View Manor Manager on Duty, the client will not receive any portion of the damage deposit.

Event Coordinator Signature

Date

Client Name

Date of Event