



## Final Review

### Checklist & Reminders

#### Checklist

- Final Payment**
- Proof of Insurance**
  - We recommend [www.eventhelper.com](http://www.eventhelper.com), with 2 million coverage per occurrence and aggregate with Mountain View Manor listed as second insured. If any form of alcohol is served the host liquor liability is also required.
- Vendor Agreements**
  - Caterer
  - Bartender to include copy of license
  - DJ/Entertainment
  - Coordinator
    - These agreements not only need to be initialed by the vendor but also the clients.
- Damage Deposit**
  - Credit Card or Check
    - \$750 for Beer, Wine and/or Champagne
    - \$1500 for Liquor
- Banquet Permit**
  - <https://lcb.wa.gov/licensing/special-licenses-and-permits>
    - License needed ONLY if you are serving alcohol
- Final Review (In person or via email)**
  - The following will be needed:
    - Day of Timeline
    - Floor Plans
      - We have examples of floor Plans if needed, links on our website
    - Plan B (rain plan)

#### **Rehearsal Scheduled**

- All payments, agreements and documentation must be received prior to scheduling rehearsal

# **Reminders**

## **Sound**

- Last song, last dance @ 9:00 PM and departure from the property by 10:00 PM.
- Decibel levels will be checked during set up and monitored throughout the rental period. If the sound is not adjusted to the outlined levels, the venue management has the authority to reduce the levels by removing power to amplified equipment.
- Speaker direction is limited to only facing west inside of the tent except during wedding ceremonies, at such time speakers can face towards the arbor/altar.

## **Beverage**

- If any hard alcohol is served or brought on the property, the additional security deposit will need to be collected by Mountain View Manor before the start of the wedding. The Coordinator will be the point person to organize this with the bridal party.
- All bartending staff must have their MAST 12 server license (not a picture on their phone). If not supplied they will not be allowed to serve. There will be no exceptions.

## **Catering**

- The caterer you hire must be licensed as a catering company and provide proof of insurance.
- We highly recommend the caterer schedules a tour of the facility if they've not worked with MVM in the past.

## **Grounds**

- **Supervision of children is always required.**
- You are renting from a private business and cannabis in any form is not allowed on the property by the bridal party or its guests.
- If rose petals, real, artificial or biodegradable are used, it will be the responsibility of the wedding party to pick up.
- Nothing will be placed on the lawn/grass without prior approval from the Venue Manager
- All foodservice and bar service must be placed on hard surfaces, strictly prohibited to be placed on lawn /grass areas.
- Not limited to the following, if used during venue rental, it will be the renter's responsibility to pick-up, and if not, possible deductions will be made from the security deposit.
  - Crayons, Candy, Playdough, Table Confetti, Toothpicks, Wrappers, Etc.
- It is the bridal party's responsibility to move chairs from the ceremony area to the reception tent.
- The bathtub and showers are not to be used in the Grooms Quarters or the Bridal Suite
- Garbage will need to be monitored throughout the venue rental and emptied into the designated location near the catering tent. It is the Coordinator's responsibility to assign someone to garbage service in advance.
- Any liquids need to be poured into buckets that are provided and not dumped into garbage cans. Pouring any liquids on any part of the grounds or in the garbage is strictly prohibited.

## **Parking**

- Parking for the wedding party will be inside the front gates of the property and will be closed one (1) hour before the start of the ceremony or when full. No cars will be allowed to park in this area once our gates have been close.

## **Start and End Time**

- If additional time is needed before the agreed-upon start and end times, notice and authorization will be required. Please see rates for early arrival or late departure in the venue agreement. There is no credit for partial time; billing will be done by the hour and if not paid in advance it will be deducted from the security deposit.