



The
Manor

at

Eldredge Square

564 West 400 North
Bountiful, Utah 84010

801-292-5501

www.eldredgemanor.com

◆ Welcome to Eldredge Manor! – Outside Vendor Agreement

We are excited to be working with you on the upcoming event. We strive to make each and every event memorable. You are welcome to contact us to discuss your thoughts and plans for this event.

All outside vendors, (photographer, florist, disc jockey, videographer etc), are required to sign this agreement prior to coming on-site. As the Eldredge Manor is contracted as the venue and wedding consultant for such event, we therefore reserve the right to conform all event timetables, schedules, processes and functions to our requirements. Please do not attempt to change event timing to allow for your services with the client without first consulting with the Eldredge Manor. If you have questions or concerns, about any of our policies or timetables, please feel free to discuss them with us. Please be professional and do NOT discuss them with our clients independently. We reserve the right to refuse your admittance if procedures are not followed.

To provide us a signed agreement, first carefully read this file. You can then simply send us an email stating your compliance. Title the message - Vendor Contract for (insert the event date in xx/xx/xxxx format). Provide within body of the email – the client's name, event date, your name, your company's name and contact information. State within the message that you have read and agree to the terms and conditions of the contract. Then send it to events@eldredgemanor.com at least 2 weeks prior to the event. If you need to get other information to us, do not make it part of this reply, rather send a separate e-mail message to info@eldredgemanor.com.

Outside Vendor Agreement

I/we understand that my/our ability to provide third party services at the Eldredge Manor Reception Center is governed and limited by the following terms and conditions:

1. SET UP/TAKE DOWN - All items brought in by outside vendors must be set up and removed within the client's rental time. The Manor typically operates two sessions per day. The daytime session begins at 11:00 AM and ends at 3:00 PM; the evening session runs from 4:00 PM until 10:00 PM. Our agreement with the client is based on events ending in time for you to be completely out within the time designated thereby avoiding additional charges incurred to the client. The overtime charge for additional time is \$150 per ½ hour or portion thereof. (We allow some leeway in the evening session if an honest effort is being made to gather belongings etc. There is no leeway in the daytime session.)
2. EQUIPMENT AND TABLES - For safety, security and liability; tripods, bags, boxes, extension cords, tables and all other equipment may not be placed in pathways, accessways, doorways, etc. Cords and equipment cannot create trip hazards. Our hostess has



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final say on ALL aspects of the event including equipment positioning etc. We can provide you tables and linens at a cost upon request.

3. LANDSCAPE USE - During outdoor events, all persons must remain on the pathways or lawns. Vendors and guests are not allowed to walk through the flower beds for "better" photography positioning. We ask that you be respectful and assure that there is no damage to flowers and landscape. We reserve the right to assess a charge for damages to the landscape – including the replacement of plants if necessary.

4. ALCOHOL USE - Bar tending services should typically begin and end within ½ hour of the food service. All bar tending service companies must provide the Eldredge Manor certificates showing proof of licensing and proof of liability insurance of 2 million dollars or greater. Additionally, the Eldredge Manor must be named as an "additional insured" on the insurance certificate provided us. We do not provide ice, cups/glasses etc. We will provide a table upon request. Furthermore, if alcohol use becomes problematic, we reserve the right, at our sole discretion, to terminate the serving of alcohol and/or the event. The Eldredge Manor must be held harmless from any and all claims arising from the use of alcohol.

5. INDEMNIFICATION - The use of the facility is at your own risk. The Eldredge Manor is not liable for lost or stolen items, personal injury or damages to your personal property while at the facility. Additionally, you must indemnify us against any negative comments by you or your staff posted anywhere electronically about the Eldredge Manor.

6. DAMAGES - We reserve the right to charge for damages that you may cause that are over and above normal wear and tear to the facility.

7. DECORATIONS - Decorators should consult with us prior to coming on site to assure suitability of any particular decoration. No confetti, foils, rice, silly string, bird seed or similar items are allowed anywhere within the venue. Any items hung in trees must be hung with ribbon – no fish line is to be used – and promptly removed at the conclusion of the event. We suggest that centerpieces have small footprints. All lit candles must be contained within glass and maintained outside the reach of children. Lit candles as center pieces are not permitted with luncheons or dinners.

8. FOODS AND CATERING - The complete menu will be catered by the Eldredge Manor. No other foods or drink for public consumption may be brought into the Eldredge Manor. Bar Tending Services are the only exceptions to this rule.

9. EVENT MANAGEMENT - The Eldredge Manor maintains the right to position tables, chairs and set seating arrangements as we deem necessary and to conform to local fire codes. All event timetables – greeting time, cake cutting, send-offs, etc. will be administered, managed and maintained by the Eldredge Manor. Photographers especially; please make no attempt to alter schedules or timetables or to shorten or delay congratulatory time following a ceremony for any reason.

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