



HARMONY MEADOWS

TENNIS & EVENT CENTER

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 Harmony Meadows 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 consulting with Harmony Meadows. If you have questions or concerns, about any of our policies or timetables, please feel free to discuss them with us. We reserve the right to refuse your admittance if procedures are not followed.

Outside Vendor Agreement

Vendor Contract for _____

Client name: _____

Vendor name: _____

Contact name: _____ Phone: _____

I/we understand that my/our ability to provide third party services at the Harmony Meadows Event 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 within the client's rental time. Set up can begin at 10AM and take down concludes an hour after the event's end time. You need to remove all items you bring within one hour of the end of the event unless we agree ahead of time to later removal. This includes cardboard, garbage, and any other materials you used to bring items to the venue.

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, access-ways, doorways, etc. Cords may not create trip hazards and must be secured.

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. PHOTOGRAPHY: This venue uses live, video and still photography to assist with promotion of the venue. We have the right to use a collection of final form photos and videos taken at Harmony Meadows for our promotional purposes, including social, print, and broadcast media from photographers and videographers. We agree not to crop or edit photos or videos used by us for promotion. Any photography or videography used by us for promotions will be credited to its creator.

5. ALCOHOL USE - Our liquor license does not allow third parties to provide alcohol at your event. No outside alcohol is permitted on the property. If alcohol use becomes problematic, we reserve the right, at our sole discretion, to terminate the serving of alcohol and/or the event. Harmony Meadows must be held harmless from any and all claims arising from alcohol use. Our staff has final say on the use of alcohol.

6. INDEMNIFICATION - The use of the facility is at your own risk. Harmony Meadows is not liable for lost or stolen items, personal injury or damages to your personal property while at the facility. You are required to hold harmless, indemnify, and defend Harmony Meadows, to the maximum extent allowed by law, from any and all liability arising from your use of our facilities, including the payment of our reasonable attorney's fees and costs incurred in defense of any actual or alleged liability.

7. 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.

8. DECORATIONS - Decorators should consult with us prior to coming on site to assure suitability of any particular decoration. No glitter, confetti, foils, silly string or similar items are allowed within the venue. Biodegradable items may be used. 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. All lit candles must be approved and maintained outside the reach of children. Flames are to be contained within glass containers.

9. FOODS AND CATERING – No food trucks are permitted. Use of our kitchen is permitted by commercial caterers only and must be returned in the original condition. If you leave it dirty, you will not be allowed to return for future events, and you will be charged to clean it along with your client forfeiting their full deposit. All garbage and recycling must be removed from the premises, including food waste. Catering companies are required to provide bussing and dishwashing services of plates and silverware in addition to food service.

10. EVENT MANAGEMENT - Harmony Meadows 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 managed by Harmony Meadows. Please make no attempt to alter schedules or timetables or to shorten or delay congratulatory time following a ceremony for any reason.

11. INSURANCE – To provide service at our facility during the event, you must carry and maintain general liability insurance and provide a policy endorsement naming Harmony Meadows as an additional insured showing the required insurance is in place.

I have read and understand this agreement and the policies it contains.
I understand and agree that I will be responsible and liable to Harmony
Meadows for any damages I may cause that are over and above normal wear
and tear to the facility.

Vendor and Title

Date