

Wildwood Acres Resort

VENDOR GUIDELINES

WE ARE A FAMILY OWNED PROPERTY OFFERING OUR VENUE FOR ONE EXCLUSIVE PARTY AT A TIME. WE RENT OUT OUR PROPERTY FROM VENDOR ENTRY TO 30 MINUTES AFTER MUSIC STOPS. YOUR EFFICIENCY IN SET UP AND TAKE DOWN MAKES A DIFFERENCE.

The following pages are for your vendors' reference. We recommend you give the appropriate page to your vendors and have them initial that they have received their copy. These guidelines are to help you have a smooth flowing event, avoid damages and keep your costs down to a minimum.

You are responsible for the conduct of your vendors. Plus, the information in here may help you with your preparations. If you have any questions or need clarification please ask.

Thank You,

Dan and Lien
Wildwood Acres Resort
(925) 283-2600
events@wildwoodacres.com

WILDWOOD ACRES RESORT – D.J.s, MUSICIANS, AND LIVE BANDS GUIDELINES

BRIDE AND GROOM: _____ DATE OF EVENT: _____

WE ARE A FAMILY OWNED PROPERTY OFFERING OUR VENUE FOR ONE EXCLUSIVE PARTY AT A TIME.
WE RENT OUT OUR PROPERTY FROM VENDOR ENTRY TO 30 MINUTES AFTER MUSIC STOPS EXIT.
YOUR EFFICIENCY IN SET UP AND TAKE DOWN MAKES A DIFFERENCE.

We are in a unique location. It is in your professional interest to schedule time prior to the event date, to drive out and preview the venue setting and logistics.

LICENSES AND INSURANCE:

Vendors must have all valid licenses to operate and play content in Contra Costa County along with personal liability insurance of no less than \$1,000,000 in coverage.

ENTRY TIME/END OF RENTAL TIME:

Please check with your client for your entry/arrival time. Wildwood Acres Resort does not permit early entry. Please plan to arrive in our parking lot no sooner than 20 minutes prior to the contacted entry time. We finalize details with our clients 2 weeks before the event.

LOADING & UNLOADING

Loading and unloading is done in the parking lot. Vehicles may back up to the beginning of the pavers to unload and load up at the end of the evening.

NOTE: There is an incline to the entire property. Set up distance is 100 ft. to 300 ft. from the driveway.

SETTING UP

We will want you to set up on the dance floor and a small second system may be needed to set up in the ceremony area. Tables may be available for a fee, depending on the size of the party and client set up. Table covers are not provided. Please do not go into the shrubbery or planted areas. Please keep your area safe and clean and organized. If you need guidance, please ask the management. No cables on or through planters.

VOLUME:

For the enjoyment of everyone, your volume must be kept within reason. When you use a microphone, turn the music down first (especially at night). If we think you are too loud, you will be asked to turn it down. After 10:00PM, decibel levels are subject to Lafayette City ordinances. At no time should your sound level exceed 70db at our entry gate.

ANNOUNCEMENTS/EMCEE SERVICE:

If you do not provide Emcee services please let your client know this so they can arrange those services. We will be asking you to make certain announcements for Wildwood Acres Resort. These will include buffet commencement, cake cutting, and last dance as well as the client's announcements. Please verify with Wildwood that the timing is correct. *Never announce "last call"* or encourage guests to consume more alcohol. If you do, the bar will close *immediately*.

LIVE BAND SETUP AND BREAKDOWN TIME:

You will need more time. Be realistic about the actual time it will take to complete your setup and breakdown. You must consult with your client several months in advance to work out your schedule so that they can purchase more time and/or adjust their itinerary, if necessary.

GARDENS AND GROUNDS:

Please understand the gardens and grounds are of Wildwood Acres Resort are essential in presenting a beautiful environment for the guests and customers. Please refrain from damaging any of the florals.

Legal Business Name: _____ License# _____

Address: _____ Phone# _____

Insurance Carrier: _____ Policy # _____

Name: _____ Signature: _____ Date: _____

Title: _____

Wildwood Acres Resort CEREMONY OFFICIANTS GUIDELINES

BRIDE AND GROOM: _____ DATE OF EVENT: _____

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TIMING:

If the wedding ceremony will last longer than 20 minutes, please let your client know so Wildwood Acres Resort can adjust our cooking schedule and food service. Please begin and end on time. Delays may result in overcooked food.

BELL RINGING:

A member of our staff will ring the wedding bell at the end of the service. If your client prefers to omit this, ask them and let us know.

FOR THE CEREMONY:

Let your client know ahead of time if you would like a microphone, small table, linens, etc. They will make these arrangements for you.

UNITY SYMBOLS:

Candles - These can be problematic. Dripping wax often results in labor and replacement costs.
Sand or roses with a common vase - Wildwood Acres will need to know table location and size.
Wine or Tea service - Please inform Wildwood Acres of the intentions.

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Address: _____ Phone# _____

Insurance Carrier: _____ Policy # _____

Name: _____ Signature: _____ Date: _____

Title: _____

Wildwood Acres Resort PHOTOGRAPHERS/VIDEOGRAPHERS GUIDELINES

BRIDE AND GROOM: _____ DATE OF EVENT: _____

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YOUR EQUIPMENT:

We understand that you have a lot of mobile equipment. Please try to find a place where it will be out of the way and out of sight while you are not using it.

CLEAR THE AISLE:

In order to keep passageways clear, please check with your client before you set up to find out which aisle will be used for guest seating.

AFTER THE CEREMONY:

Please plan on limiting photo time to 30 minutes. If the clients wish to extend this time, they may do so by arranging ahead of time to serve appetizers to the guests or to allow dinner to begin while you continue taking photographs.

THE GREAT SHOT:

A reminder: Stay off the hills and avoid stepping over or through the planters. We understand you sometimes only get one chance to capture a special moment, but we have up to 4 brides a weekend that want to enjoy all our greenery. Climbing on rocks and standing on benches or chairs is dangerous and prohibited so please bring your own stool or stepladder if you anticipate needing it.

Initial _____

Initial _____ (assistant)

Initial _____ (assistant)

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Legal Business Name: _____ License# _____

Address: _____ Phone# _____

Insurance Carrier: _____ Policy # _____

Name: _____ Signature: _____ Date: _____

Title: _____

Wildwood Acres Resort BAKERY GUIDELINES

BRIDE AND GROOM: _____ DATE OF EVENT: _____

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REFRIGERATION:

No on-site refrigeration is available for cakes, desserts ice cream. Sell your client a cake with this understanding. Their cake may sit out as long as 5 hours before it is served. If the client is adamant on a cake that requires refrigeration or storage, they must pre-arrange for refrigeration units to be brought in.

PLACEMENT:

Where you put the cake is where it will stay. We will not move any decorated cake. If you bring a sheet cake, it may be stored inside the lodge.

CAKE CUTTING:

We do our very best to present your cake as beautifully as possible. If you have special instructions for cutting patterns or a flavor list of each layer, please present it to one of our staff.

CAKE FLOWERS:

Coordinate with the decorator to ensure this will be completed within the allotted vendor setup time.

GARDENS AND GROUNDS:

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Legal Business Name: _____ License# _____

Commercial Kitchen Address: _____ Phone# _____

Insurance Carrier: _____ Policy # _____

Name: _____ Signature: _____ Date: _____

Title: _____

Wildwood Acres Resort FLORISTS GUIDELINES

BRIDE AND GROOM: _____ DATE OF EVENT: _____

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Entry Time: _____

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RED ROSE PETALS ARE NOT ALLOWED:

They stain our carpet and tablecloths. Real flower petals are preferred over artificial petals.

NO ON-SITE DESIGN WORK OR CONSTRUCTION:

Make an appointment with your client to see our location, take measurements, etc. Your arrangements *must* be complete before you arrive.

TOOLS AND EQUIPMENT:

We do not have tools or equipment for vendor use. Bring everything you might need, including ladder, cart, broom and dust pan, clippers, scissors, wire, water pitcher, etc.

EXTRA HELP:

Consider bringing extra help. Set-up time may take a lot longer than you anticipate. It is a long walk from the driveway to the ceremony and reception site. This may require several trips up and down the hill.

DON'TS:

You are not permitted to put petals in the fountain, stakes in the ground, lights in the trees, or place things in plants or on stone terraces. Nails, screws, staples, and tape may not be used. You may use pins or clips on tablecloths and covered wire or ribbon on wood and metal. Do not use dyed baskets or colored water. Use only low or heavy, watertight containers. Bud vases and top heavy arrangements *always* tip over. Candles must be enclosed on the bottom and the sides and may be placed on tabletops only. Votives can only have electronic candles.

RENTALS/REMOVAL:

If your client rents or borrows items from you, they must be removed before their event is over. If you are picking them up, you should arrive at least 30 minutes early to remove them. Be very clear with your client about who will be responsible for removing rentals.

Please note: If you provide more than 1 gallon of petals, your client is subject to a clean-up fee.

CLEAN UP AND TAKE EVERYTHING WITH YOU:

Don't throw stems and leaves on the hill or in the plants. Remove everything including buckets, flower and plant material, boxes, tools, etc. If you leave a mess, your client will have to pay for it to be cleaned up, minimum \$200.

GARDENS AND GROUNDS:

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Legal Business Name: _____ License# _____

Address: _____ Phone# _____

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Name: _____ Signature: _____ Date: _____

Title: _____

Wildwood Acres Resort COORDINATORS GUIDELINES

BRIDE AND GROOM: _____ DATE OF EVENT: _____

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WORKING WITH WILDWOOD ACRES RESORT:

Our family has owned and operated Wildwood for over 30 years and we do about 70 weddings per year. Please try to work within the itinerary that has been provided to the client. It is tried and true. Be assured that we will be on schedule and provide everything the client has contracted us to do.

OUR EMPLOYEES:

Please do not ask our employees to perform tasks for you. Our catering staff will do what they are instructed to do by Wildwood's management. If you have a request, please ask a staff supervisor first.

THE OTHER VENDORS:

Most vendors are professionals, with years of experience. Before you ask a vendor (especially a DJ) to perform additional tasks for you, please be sure the task falls under their scope of responsibility.

CLIENT'S CONTRACT:

Your client will meet with us to make all final arrangements two weeks prior to their event. At this time they will make all decisions, major and minor. A written worksheet will be created. Ask your client for a copy of the final worksheet. If it isn't written down, it isn't expected. Any changes or requests must come from the client. We will not honor any others. Help your client with all details well before their event starts. It may not be possible to make last-minute changes.

YOU ARE MOST HELPFUL:

Coordinators who spend their energy keeping the bridal party on schedule, assisting other vendors who may need a hand, placing favors, signs, toasting glasses, etc., and helping to pick up and store the bridal party's personal belongings are greatly appreciated.

PRIVATE PROPERTY, PERSONAL RESIDENCE:

A Reminder: You must not remove, rearrange, or attempt to replace anything on the grounds or in the lodge without express permission from the management, given to the client.

GARDENS AND GROUNDS:

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Legal Business Name: _____ License# or Tax ID _____

Address: _____ Phone# _____

Insurance Carrier: _____ Policy # _____

Name: _____ Signature: _____ Date: _____

Title: _____

Wildwood Acres Resort
PHOTOBOOTHS, RENTAL COMPANIES AND MISCELANEOUS VENDORS
GUIDELINES

BRIDE AND GROOM: _____ DATE OF EVENT: _____

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ON-SITE DESIGN WORK OR ASSEMBLY:

Make an appointment with your client to see our location, take measurements, etc. Your set up and assembly *must* be complete during the clients rented time.

TOOLS AND EQUIPMENT:

We do not have tools or equipment for vendor use. Bring everything you might need, including ladder, cart, broom and dust pan, clippers, scissors, wire, water pitcher, etc.

EXTRA HELP:

Consider bringing extra help. Set-up time may take a lot longer than you anticipate. It is a long walk from the driveway to the ceremony and reception site. This may require several trips up and down the hill.

DON'TS:

You are not permitted to put stakes in the ground, lights in the trees, or place things in plants or on stone terraces. Nails, screws, staples, and tape may not be used. You may use pins or clips on tablecloths and covered wire or ribbon on wood and metal. Do not use dyed baskets or colored water.

RENTALS/REMOVAL:

If your client rents or borrows items from you, they must be removed before their event is over. If you are picking them up, you should arrive at least 30 minutes early to remove them. Be very clear with your client about who will be responsible for removing rentals. Wildwood Acres Resort assesses a fee for items remaining after the rental time. All fees must be paid in full before items will be returned. Wildwood Acres Resort is not responsible for damage or loss of items brought in.

CLEAN UP AND TAKE EVERYTHING WITH YOU:

Don't throw anything on the hill or in the plants. Remove everything including buckets, packaging and any other material, boxes, tools, etc. If you leave a mess, your client will have to pay for it to be cleaned up, minimum \$200.

GARDENS AND GROUNDS:

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