

# 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](mailto:events@wildwoodacres.com)

## Wildwood Acres Resort BAKERY 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 OUR PROPERTY FROM VENDOR ENTRY TO VENDOR EXIT.  
YOUR EFFICIENCY IN SET UP AND TAKE DOWN MAKES A DIFFERENCE.

We are in a unique location. It is in your best 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.

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.

### 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:

Please understand the gardens and grounds 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# \_\_\_\_\_

Commercial Kitchen Address: \_\_\_\_\_ Phone# \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy # \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_