

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
PHOTOBOOTHS, RENTAL COMPANIES AND MISCELANEOUS VENDORS
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.

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. Give you client a reasonable amount of time you will need to remove all items and clean up.

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:

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 floras.

Legal Business Name: _____ License# or Tax ID _____

Address: _____ Phone# _____

Insurance Carrier: _____ Policy # _____

Name: _____ Signature: _____ Date: _____

Title: _____