

**WILDWOOD ACRES RESORT**  
**D.J.S, MUSICIANS, AND LIVE BANDS**  
**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 AT LEAST 30 MINUTES AFTER MUSIC STOPS.  
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.

Your client is responsible for your conduct. These guidelines are to help your client have a smooth flowing event, avoid damages and keep costs to a minimum. If you have any questions or need clarification please ask.

**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. Initial \_\_\_\_\_

**ENTRY 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. Initial \_\_\_\_\_

**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. Initial \_\_\_\_\_

**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*. Initial \_\_\_\_\_

**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. Initial \_\_\_\_\_

**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.

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I have read through the guidelines listed above and acknowledge that I understand them.

Host(s): \_\_\_\_\_ Event Date: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_ License #: \_\_\_\_\_

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

Day-of Contact (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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

Assistant(s) (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

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