



VENDOR AGREEMENT

All outside vendors, (caterer, bartender, event planner, photographer, florist, disc jockey, etc.), are required to agree to our rules prior to coming on-site. As Cate Farms is contracted as the venue for such event, we therefore reserve the right to confirm all event timetables, schedules, and processes.

Please do not attempt to change event timing to allow for your services with the client without first consulting a Cate Farms manager. 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.

To confirm agreement, first carefully read the following information. Then sign, scan and return this form by email subject line “Vendor Agreement” to catebarn@gmail.com at least 30-days prior to the event.

I/we understand that my/our ability to provide third party services at Cate Farms 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 and removed within the client’s rental time. Cate Farms typically operates between 10 a.m. and 10 p.m. with an additional one hour allowed for clean up after your event. Our agreement with the client is based on events ending in time for everyone to be completely out before 11 p.m.
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 and equipment cannot create trip hazards. Our manager has final say on ALL aspects of the event including equipment positioning etc.
3. **LANDSCAPE USE** - During outdoor events, all persons must remain on the pathways or lawns. This is a working cattle farm and all fenced pastures are off limits.
4. **ALCOHOL USE** - Bar tending services should typically begin and end within 1/2 hour of the food service. All bar tending service companies **must provide Cate Farms a certificate showing proof of licensing and proof of liability insurance of 1 million dollars or greater. Additionally, Cate Farms must be named as an “additional insured” on the insurance certificate provided us.** We do not provide ice, cups/glasses etc. We will provide a table upon request. Furthermore, if alcohol use becomes problematic, we reserve the right, at our sole discretion, to terminate the serving of alcohol and/or the event. Cate Farms must be held harmless from any and all claims arising from the use of alcohol. Bartenders must take all trash associated with drink service with them when they leave Cate Farms.

5. **MUSIC/NOISE** - Live and recorded music is permitted, however ***volume must be limited to 90 Db. (decibels)***. Music is permitted inside the building only, unless prior permission is granted in writing by venue staff. (Light music may be played outdoors during daylight hours). ***We “do not” allow subwoofers***... “Loudspeakers designed to enhance bass” ... out of respect for neighbors. A Cate Farms representative will strictly monitor noise levels and will have the final say when it comes to maintaining acceptable volume levels. ***Final song must be played at or before 9:45 p.m.*** to allow 15-minutes for wedding party send off. All music must end at 10:00 p.m. at the conclusion of event.
6. **INDEMNIFICATION** - The use of the facility is at your own risk. Cate Farms is not liable for lost or stolen items, personal injury, or damages to your personal property while at the facility.
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 decoration. All personal and rental property must be delivered and picked up within the confines of the rental period unless prior arrangements have been made. All hanging decorations must be pre-approved. No decorations allowed on or above large center fan or near heaters. No decorations allowed hanging or attached to lighting grid, café party lights, or cables. No nails, screws, staples, tacks, tapes, paints, crepe paper, glitter, toilet paper, hay, silly string, confetti of any kind may be used to decorate the barn without prior approval from owners. Candles are allowed in protective containers with height of the wick not to exceed the container’s height. No Fireworks. However, sparklers may be used ***outside*** away from The Barn. The spaces used by the decorator/florist must be returned to the condition in which it was found. This includes all furniture and accessories. Any items hung in The Barn must be promptly removed at the conclusion of the event.
9. **FOOD AND CATERING** – Cate Farms does not offer food or catering services. All personal and rental property must be delivered and picked up within the confines of the rental period unless prior arrangements have been made. Catering trucks and other delivery vehicles ***must move to parking area*** after unloading. Cate Farms does not supply trash bags, paper towels and other supplies. You must bring what you need. ***There is NO garbage disposal! Please don’t place food in the sinks.*** Caterers must empty refrigerator, clean sink and counters, and sweep kitchen floor. All areas used by caterers must be returned to the condition in which it was found. Caterers must take all trash associated with their food preparation with them when they leave Cate Farms. This rule applies inside the barn as well as other outside areas All areas used by caterers must be returned to the condition in which it was found.
10. **EVENT MANAGEMENT** – Cate Farms maintains the right to position tables, chairs, and seating arrangements, as we deem necessary to conform to local fire codes.

AGREED AND ACCEPTED BY VENDOR

Sign and return this form by **email with subject line "Vendor Agreement"** to catebarn@gmail.com at least **30-days** prior to the event.

Client/Bride's First/Last Name: _____ **Date of Event:** _____

Vendor's Company Name & Service Provided _____

Vendor's Email: _____

Vendor's Cell Phone: _____

Vendor's Signature: _____