



# Villa Sopra Vista

## Vendor Guidelines

PLEASE READ THE VENDOR GUIDELINES BELOW. INITIAL BESIDE EACH ITEM, SIGN, & RETURN. SIGNED FORMS MUST BE RETURNED 30-DAYS PRIOR

VENDORS WHO DO NOT SIGN AND RETURN TO THE WEDDING WILL NOT BE PERMITTED ON THE PROPERTY.

Vendor agrees that they will not sell tickets to the event, sell alcohol at the event, or conduct any public marketing related to any events at this venue.

**TIMELINE:** Setup and clean-up times vary depending on the individual contract with the client. Vendors will be notified of the time they may arrive at VSV. The client will be billed at the rate of \$2,500 per hour for any early vendor arrivals and/or late departures.

**DELIVERIES / RENTAL EQUIPMENT:** All deliveries and rental equipment drop-offs **MUST** be scheduled in advance and fall within the rental window. There are no areas on-site to store items prior to the rental window beginning or after it ends. Day-after pickups are only available with prior permission and at the discretion of VSV and with applicable fees applied.

**SITE VISITS:** Villa Sopra Vista is a private property; therefore, all site visits must be scheduled in advance with a member of our team. Vendors or clients are not permitted on the property without an appointment.



# Villa Sopra Vista

**UNLOADING & PARKING:** We have a temporary unloading area in our fountain courtyard next to the main large metal entry gates. After unloading, and before the start of the event, ALL VENDOR VEHICLES must be moved to our Vendor Parking area which is the turn out just south of our upper Parking Lot, OR offsite. Vehicles failing to follow any of these rules will be billed a \$500 penalty. The client is limited to 8 vehicles in total for vendors. Please be sure to speak with the client to ensure they do not exceed the limit or a penalty will be applied. Vendors should carpool wherever possible.

**DECORATIONS:** Absolutely no VSV furniture, fixtures, or decorations shall be moved without prior consent. You may NOT use nails, cellophane adhesive tape, screws, or staple guns to apply to decorations. All decorations must be fireproof or flame retardant. No torches, sparklers, or fireworks are allowed unless permission is granted in writing, in advance.

No pampas grass is allowed to be used in any decor.

No open flame candles may be lit without protection. All candles must be in a tall glass with a solid base and protected bottom. Any wax or heat damage to any of our tables, linens, or areas on the property will be an immediate forfeiture of damages deposit. Candles may only be placed on tables and counters, not on the ground.

# Vendor Guidelines

No synthetic florals or materials may be used as confetti or as loose decor. Items such as confetti, rice, sprinkles, birdseed, or items that are traditionally tossed at the couple are prohibited unless approved by VSV in writing prior to the event. No silly string or glitter is allowed on the property. Balloon releases are prohibited.

Vendors may not pick any plants, flowers, or vegetation in or near VSV. Many of our plants are rare and/or poisonous, and their picking or destruction will be considered theft and charges may be brought forth.

**EQUIPMENT REMOVAL:** We ask that all vendors remove all equipment and decorations within 1 hour of the conclusion of the event. If you are unable to remove your equipment at the conclusion of the event, you must make arrangements with our team or your client will be billed for overtime. VSV equipment does not need to be broken down and will be taken care of by our staff. Any items left behind by vendors will be discarded immediately.

**ON-SITE EQUIPMENT:** VSV provides approved outside caterers with an outdoor kitchen prep space where vendors will set up their own satellite kitchen using their own (or rented) equipment.

The sink in the kitchen of VSV is for handwashing ONLY. NO DISHWASHING can take place on premises for outside caterers.



# Vendor Guidelines

Coffee machines, or anything electric that takes up a substantial amount of power (such as to heat water), must be set up in the BAR AREA – not the kitchen prep area. Our electrical system is sensitive in the prep area and using equipment that needs electricity here will blow a fuse.

You must provide your own grill, oven, stove, or other cooking/warming devices. No cooking equipment is allowed on lawns or cement area. MUST REMAIN in designated areas only.

**CLEANING:** All areas should be left exactly as they were found prior to the event. It is your responsibility to clean all equipment used. Floors & countertops must be cleaned and cleared prior to leaving the property. Vendors and clients are prohibited from dumping any food or grease into the sinks and/or landscaping.

No catering dishes shall be rinsed out or cleaned at VSV. No food items or grease shall be put in the sinks. Any caterer or vendor found disposing of food or grease in the sinks and/or landscaping will be subject to a fine starting at \$1500.

**GARBAGE:** All garbage must be cleared from the property. Any outside Caterers are responsible for taking their trash off the property by the end of the night. If a catering service is not equipped to remove the trash and recyclables it generates upon completion of the event, the client must notify VSV prior to the event and pay an additional garbage removal fee.



# Vendor Guidelines

**ICE & ASHES:** Vendors must dump any ice and dispose of ashes in designated areas only and not onto the grass, planters, bushes, or walkways. Hot coals/ash must be placed in a galvanized receptacle. Any ice or ashes found elsewhere will result in a forfeiture of the damages deposit.

**ALCOHOL:** All alcohol must be poured and served by VSV only. No Vendor is allowed to serve or sell alcohol for any events on premises.

**SMOKING:** Smoking is only allowed in designated areas outside the main gates. There is **ABSOLUTELY NO SMOKING IN EVENT AREAS**. All butts are to be disposed of in garbage receptacles.





# Vendor Guidelines

**MUSIC/AMPLIFIED SOUNDS:** By law, the maximum volume allowed in Monterey County is 85 decibels at 50 feet. In order to not exceed this level, all musicians and DJs at VSV are to play no louder than 75 decibels at 50 feet outdoors, until 7PM, at which point all amplified music must be moved indoors. All live bands must be performed indoors ONLY. VSV reserves the right to control the volume at all times. If asked to turn down the music, the vendor is required to comply immediately. After two warnings, VSV will unplug the speakers and the vendor will be asked to leave the property.

All speakers must face towards our property (away from the valley) No speakers can face downhill.

Outdoor Amplified music regardless of decibels must end entirely by the conclusion of dinner service, with absolutely no exceptions. Please keep the volume to a minimum on microphones for amplified speeches and announcements. Additionally, please keep in mind we are located in a residential neighborhood.

**DRONES:** If you are plan to use any type of Unmanned Aircraft System ("UAS" or "drone"), you must contact us prior to the event to sign a waiver, receive approval, and provide necessary authorization materials, including a copy of FAA licensing. Failure to do so will result in fees, not limited to attorney's fees and costs, as well as the expense of litigation.



# Vendor Guidelines

All vendors not currently on our Preferred Professionals List must sign and return this document, along with an acknowledgment of receipt and understanding of the attached guidelines.

Please return this signed document to the wedding couple so they can upload it into their online portal.

By signing below, I acknowledge that I have read and understood the attached Vendor Guidelines and will ensure that my staff and I abide by these guidelines while performing services at VSV during the designated event above. I also acknowledge that failure to follow these guidelines will result in not being allowed to perform services on the event date, which may result in additional fees for the client or VSV, and may prevent your business from performing additional services at Villa Sopra Vista in the future.

**IMPORTANT:** VSV requires a copy of the vendor's liability insurance policy naming both Villa Sopra Vista, the owners, agents, & contractors as the additional insured parties, with 300 Country Club Heights Carmel Valley, Ca 93924 as the address, no later than 30 days prior to the event. Vendors must also supply proof of Worker's Compensation coverage if applicable. Vendors who do not provide the necessary insurance information prior to the event will not be allowed on property.

**Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

**Event Date:** \_\_\_\_\_