



Vendor Guidelines

Sparrow Valley Retreat is a private property; therefore, all guidelines and established schedules regarding events on the property are extremely important and require strict adherence.

All vendors must read and acknowledge the following guidelines for providing services at SVR. Our overall goal is to provide a stress-free, unforgettable experience for our clients, which is why communication, teamwork, and respect for our property and your fellow vendors are required. Any vendors who have not signed the Vendor Guideline Agreement prior to the event will not be allowed on the property.

IMPORTANT: SVR requires a copy of the vendor's liability insurance policy, naming Sparrow Valley Retreat LLC as an additional insured, no later than 30 days before the event.

Address: 2715 Sparrow Valley Rd, Aptos, CA 95003

Vendors must also supply proof of worker's compensation coverage. Vendors serving alcohol must carry current liquor liability insurance.

If you have any questions regarding our policies or procedures, please do not hesitate to reach out. For day-of-event needs, please contact: (831) 331- 3916



Vendor Guidelines

PLEASE READ THE VENDOR GUIDELINES BELOW. INITIAL BESIDE EACH ITEM, SIGN, & RETURN. SIGNED FORMS MUST BE UPLOADED INTO THE CLIENT PORTAL BY THE CLIENT. VENDORS WHO DO NOT SIGN AND SUBMIT THE GUIDELINES WILL NOT BE PERMITTED ONSITE.

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 SVR. The client will be billed at the rate of \$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. You may be required to deliver, store, or pick up equipment in designated areas so as not to interfere with other events.

SITE VISITS: SVR 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.

UNLOADING & PARKING: We have a temporary unloading parking space by the cabin for vendors. Your vehicle must be moved to our designated parking area no later than 30 minutes prior to the start of the event. Vehicles must NEVER be driven into neighbors' private property. Vehicles failing to follow any of these rules will be billed a \$250 penalty in addition to any assessed damage costs. The client is limited to 10 vehicles in total, and that includes vendors. Please be sure to speak with clients to ensure they do not exceed the limit, or a penalty will be applied.

SPEED LIMIT: The speed limit at SVR is 10 mph. Please be extremely alert when passing our neighbors' properties.

DECORATIONS: Absolutely no SVR furniture, fixtures, or decorations shall be moved without prior consent. You may not use nails, cellophane adhesive tape, screws, or staple guns to apply decorations. All decorations must be attached with blue painter's tape. Decorations may not be hung from light fixtures, ceilings, smoke detectors, fire sprinkler heads, or emergency light fixtures without prior approval from Sparrow Valley Retreat.



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All decorations must be fireproof or flame retardant. No torches, sparklers, or fireworks are allowed. We do not allow any open flames unless approved prior to the event. Any open flames found without approval will be immediately removed. All plants must be in waterproof containers. Floor containers must be carefully placed as to not damage the floor or block any exits. No foreign substances may be applied to the floor. Items such as confetti, rice, sprinkles, birdseed, or items that are traditionally tossed at the couple are prohibited unless approved by SVR in writing prior to the event. No silly string or glitter is allowed on the property. Balloon releases are prohibited.

S'MORES: While we do allow roasting marshmallows over our outdoor fire pits, the use of wooden sticks or spears is prohibited.

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. SVR 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 held for a maximum of 7 days and then will be disposed of. Perishables will be immediately discarded.

ON-SITE EQUIPMENT: SVR provides vendors with a residential refrigerator. You must provide your own grill, oven, stove, or other cooking/warming devices. No cooking equipment is allowed on the lawn without a mat underneath.

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 SVR. 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 \$250 (fee may increase if septic work is required).



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GARBAGE: All garbage must be cleared from the property. Caterers are responsible for taking the bulk of the trash off the property by the end of the meal. If a catering service is unequipped to remove the trash and recyclables it generates upon completion of the event, the client using the catering service may request to have SVR remove its trash and recyclables for an additional fee of \$400. Such a request must be arranged by the catering company and the bridal couple.

Bartending companies are responsible for removing the trash and recyclables that are generated by the bar during and up to the end of the event. If a bartending service is unequipped to remove the trash and recyclables it generates upon completion of the event, the client using the bartending service may request to have SVR remove its trash and recyclables for an additional fee of \$150. Such a request must be arranged by the bartending company and the bridal couple.

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.

ALCOHOL: All caterers/vendors that plan to serve alcohol are required to have current liquor liability insurance prior to serving alcohol. We request that vendors do not serve shots and closely monitor guest consumption. We request that vendors stop serving alcohol thirty (30) minutes prior to departure. Due to the sensitive nature of our grass, we ask that no bartenders stand on the lawn while serving.

SMOKING: Smoking is only allowed in designated areas. There is ABSOLUTELY NO SMOKING IN THE CABIN.

DRONES: If you are planning 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 litigations. 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.



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RESTROOMS: All vendors are asked to use our vendor-designated restroom in order to allow for privacy for clients and their guests.

MUSIC/AMPLIFIED SOUNDS: By law, the maximum volume allowed in Santa Cruz County is 70 decibels at 50 feet. In order to not exceed this level, all musicians and DJs at SVR are to play no louder than 65 decibels at 50 feet. SVR 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, SVR will unplug the speakers and the vendor will be asked to leave the property. Amplified music and sound must end by 10:00 PM sharp, with absolutely no exceptions. Please keep the volume to a minimum on microphones, as amplified speeches and announcements are the largest sources of complaints. Additionally, please keep in mind we are located in a residential neighborhood. All sound must be pointed towards the cathedral.

Please scan and email this signed agreement to sparrowvalleyretreat@cmmweddings.com, or send it by mail to 2715 Sparrow Valley Rd, Aptos, CA 95003.

Business Name: _____

Event/Wedding Name: _____

Event Date _____



Vendor Guidelines

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 SVR 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 my business, and may prevent my business from performing additional services at Sparrow Valley Retreat in the future.

Signature: _____

Name (Print): _____

Event Date _____

IMPORTANT: SVR requires a copy of the vendor's liability insurance policy naming Sparrow Valley Retreat, LLC as an additional insured, with 2715 Sparrow Valley Rd, Aptos, CA 95003 as the address, no later than 30 days prior to the event. Vendors must also supply proof of worker's compensation coverage. Vendors serving alcohol must also carry current liquor liability insurance. Vendors who do not provide the necessary insurance information prior to the event will not be allowed on site.

**For questions, please contact:
sparrowvalleyretreat@cmmweddings.com
or call: (831) 331-3916**