



## **Catering/Vendor Guidelines & Policies**

**Oakholm Farm strives to maintain a positive and mutually beneficial relationship with all vendors who choose to participate in events at the farm. The following guidelines are meant to serve the best interest of all involved. We look forward to having you at Oakholm.**

### **Guidelines & Policies for ALL Vendors**

- In order to enter Oakholm Farm you must adhere to the following farm policies.
- All policies that apply to vendors also apply to friends or members of the family that may be providing decorations or other services such as florals, linens, cake, DJ services and the like.
- The client has agreed to provide a full and complete list of outside vendors utilized, if any, and provide complete contact information for each. The client has already agreed to assume all financial responsibility for uninsured vendors who are not provided through Oakholm Farm.
- Oakholm Farm Estate and staff will not be responsible for vendor deliveries or sign for vendor rentals when they are not agreed upon previously in writing.
- Event Items can be dropped off to Oakholm Farm Estate no sooner than two days prior to your event.
- Oakholm Farm Estate will securely hold items for up to twelve hours following the end of the event, with the exception of any cards, gifts, or extreme valuables. These items must be removed at the conclusion of the event. After twenty four hours from the end time of your event, Oakholm Farm Estate will no longer be responsible for such items, and any/all remaining items may be disposed of.
- Coordination must be made with a staff member of Oakholm Farm Estate to schedule a specific drop off/pick up date and time in writing.
- Any items dropped off to Oakholm Farm Estate must accompany a “Drop Off Inventory List” and a “Pick Up Inventory List” indicating the specific items being dropped off/picked up, quantities of each item, the location they are being used, who will be removing them from Oakholm Farm Estate and when they will be removed.
- Oakholm Farm Estate must have your current insurance paperwork on file 30 days prior to the event setup. It is the responsibility of each Vendor to maintain current insurance.



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Oakholm Farm Estate must have insurance of any and all subsequent suppliers and/or vendors.

- Vendors may begin set up at 8am on the morning of the first day of the event - confirm arrival time with Day Of Coordinator - [oakholmfarm@gmail.com](mailto:oakholmfarm@gmail.com).
- **All vendors** must be on-site, set-up, parked and ready to vend **one hour prior to the start of the event**. During set up times, please quickly unload your vehicle and move it to the designated parking area. **Vendors must remain set up until the Day of Coordinator gives you permission to tear down.**
- Each vendor is allowed one vehicle to be parked on the vendor side of the reception area. Any additional vehicles must park in the parking lot.
- Although not a requirement, Oakholm Farm requests that all **caterer's** use a tent or canopy. There are 4 (four) 8 ft banquet tables available for caterer's, and 1(one) 6ft banquet table for the DJ. All other vendors; if additional tables, tents, canopies, etc. are needed, they must be supplied by the vendor.
- All vendors are expected to remove any trash from their vendor area each day when vacating the premises.
- Handouts and other marketing items may be distributed only at the vendor's table. You may not post signage anywhere but your "area" or table.
- You and your organization are to communicate with each other. Make sure your team members are aware of the rules and regulations, open hours/set up times, where your designated work "area" is, etc. Oakholm Farm staff will not be responsible for miscommunication within your organization.
- Oakholm Farm is not responsible for any loss, theft, or damage during the course of this event.
- Vendors are solely responsible for collecting, reporting, and accounting for any state or local taxes.
- Vendors are not allowed to bring pets of any kind on site during this event. Registered guide dogs are the only exception.
- Wi-fi connectivity is not available at this time.



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### **Catering Specific Policies**

□ A copy of the caterer's food dispensing and catering license (as issued by the State Health Department) as well as local license, and certificate of insurance must be on file at Oakholm Farm thirty (30) days prior to the event. If these documents are not received within 30 days of the event, contract will be considered null and void and Oakholm Farm will be released of any responsibilities outlined in the contractual agreement.

The certificate of insurance must show:

- Oakholm Farm as additional insured.
- Limits of insurance must be at least \$500,000 for bodily injury and property, including coverage for premises liability as well as products and completed operations.
- Workers Compensation must be listed as state compulsory limits for all caterers who have employees.
- The caterer will have access to the property starting at 8 am, the day of the event. Arrival time to be confirmed with our Day of Coordinator.
- Caterers and their employees must be properly dressed and conduct themselves in a manner which is suitable to the clients and the setting.
- Silver, dishes, napkins, glassware, and utensils are not provided with Farm rental. Cookware and other service needs are not provided.
- Cooking on grills is not allowed inside the tent but is permissible outside of the tent.
- Tent and area surrounding (as well as cottage and big house, if used by caterer) should be restored to approved order.
- Caterers are responsible for clean-up of their respective areas after the event. This includes assistance with table and chair breakdown when requested.
- Caterer to leave the facilities in exact condition as found upon arrival.
- Tables, chairs, and cooking area must be cleaned of any paper, tablecloths (if theirs), food, etc.
- All garbage and trash pertaining to the event must be removed the day of the event.
- Food remnants, grease, and/or coffee grounds must not be left on the ground or put down any sink on the property.



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- Prior to caterer leaving the property, all areas to be checked and cleared by Oakholm Farms' Day of Coordinator. The Day of Coordinator will have complete control over all vendors conducting business in this facility.
- A \$300 catering fee is applicable to caterers not on our preferred list - from the rentee's.



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### **ADDITIONAL GUIDELINES -**

#### **EXTENDED HOURS:**

- The client has already agreed in writing, including early load-in/setup: ANY EVENT exceeding the arrival, start and end times in this agreement, whether early or late, will incur an automatic charge of \$1,000 per hour/per event. Bar overtime will also be billed automatically to the master account (subject to availability). If/when an overlap option has been purchased for \$1000, the extended hours rate does not apply until after 10 p.m. on Fridays and Saturdays and 7 pm on Sundays. This policy is strictly enforced and in full effect.

#### **LOAD-IN:**

- Do not load in on any side of the tent except the far side where the vendor road exists. (Even if it is two hours before the event starts). All vendors need to load in at this side of the tent space. The first front main entrance door on the lakeside of the Big House is the Load-In entrance for any events in the “Big House.”
- All vendor employees and staff must park in the designated vendor parking area
- If you need more than 2 dedicated 20 amp circuits you need to make prior arrangements with the Oakholm Farm staff.
- Vendors, employees, and staff need to be in a uniform during an event. Please dress clean and professional. Unacceptable attire includes jeans, t-shirts, sweatshirts, and items of clothing alike, during events.
- Vendors are required to clean up when their part of the event is completed.
- Fireworks, snow, confetti, and fog are not permitted at Oakholm Farm.

#### **SETUP:**

- If you notice any damage to the facility, report it immediately.
- Use of duct tape is NOT permitted at Oakholm Farm.



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- Oakholm Farm does not provide aluminum foil, plastic wrap, safety pins, Velcro, tape, extension cords, printing copies, staples, pens, or any other supplies for vendors.
- Attaching anything to the tent/building, walls, ceiling, or floor must be pre-approved by Day of Coordinator/Oakholm Farm owners.
- If you require more than two 20 amp circuits for your setup, please visit the facility prior to the day of the event.

### **DURING THE EVENT:**

- Use of alcohol by vendors or their staff members during an event is not allowed.
- Vendors may not smoke in front of guests.
- Trash is not to be carried through the tent or house during an event.
- Vendors are to eat at their designated table. Catering staff may eat behind the bar on the side of the tent, out of site.
- Oakholm Farm Staff will not serve themselves food in front of guests under the tent.

### **BREAKDOWN:**

- Items need to be removed by the end of each event unless otherwise pre-approved.
- Oakholm Farm will not be held responsible for anything left over night for pick up the next day.
- All trash is to be taken to and placed inside of the dumpsters.

**I, the undersigned, understand and agree to the above-mentioned important contractual terms.**

**Signed** \_\_\_\_\_ **(Vendor)**

**Date** \_\_\_\_\_.