



Silver Gardens Vendor Policies & Procedures

It is the Client's responsibility to inform all Contracted Vendors providing services for their event of the following policies and procedures.

1. Any Vendors requiring a Site Visit for any reason must set up an appointment with Silver Gardens Management.
2. Vendors may arrive 2 hours prior to event start time to setup. Wedding Vendors may arrive after 10am on the day of the event to setup. Management must clear any changes to this policy.
3. Upon arrival, Vendors must check in with SGEC Management Team for direction.
4. Silver Gardens does not have a loading dock. Vendors may come in through the main entry doors or south service door. **There is absolutely no parking on sidewalks.**
5. If any Vendors are staying for duration of event, they should park at the south end of the parking lot.
6. Silver Gardens has some carts with wheels on-site; however, these are for our use and may not be available. If the Vendor's services require use of a cart, we suggest that they bring their own.
7. No ladders will be provided by Silver Gardens due to liability.
8. All flowers must come on to the premises prearranged. No assembly of floral arrangements will be permitted on site. Bar surfaces may not be used for this purpose.
9. You and/or your Vendors cannot suspend any fabric, ribbon, tooling, lighting or materials of any kind from ceiling.
10. You and/or your Vendors cannot use tape, pins, staples, hooks, glue, etc. on Silver Gardens' doors, walls, ceilings, railings, stages, drapes, bars, mirrors, etc.
11. You and/or your Vendors cannot place any type of décor on the stair or safety railings unless specifically authorized by Silver Gardens.
12. Any backdrops (including behind the head table) must be freestanding. Nothing may touch the walls.
13. All debris (boxes, wrapping, etc.) must be cleaned up completely and removed from the premises at the completion of setup and/or breakdown. Management must clear any changes to this policy.
14. Your Vendors must remove everything the night of your function, and, again, they must clean up, remove all debris (boxes, wrapping, etc.) from the premises, and take it with them. Management must clear any changes to this policy.
15. DJ's must supply their own sound equipment; they may not connect to Silver Gardens.
16. Silver Gardens assumes no responsibility for any injuries incurred by your Vendors or any lost or damaged materials.
17. If a Vendor is to be supplied a meal as part of their contract, this must be included in your final guest count.
18. You must inform your Vendors that you are responsible for any damage they do to the premises.