



Vendor Agreement – Wedding Planner/Coordinator

Welcome to L&L FARM, LLC! We are thrilled to be working together to create the event of our clients' dreams! Please review the following vendor agreement; initial, sign and date in appropriate spaces, and return to L&L FARM, LLC, no less than 60 days prior to the event date.

- 1) Any VENDOR of goods and services must maintain a minimum of \$1 million in General Liability Insurance, naming **L&L FARM, LLC and owners, Allison and Charles Parker, as an additional insured**. A certificate of insurance must be provided from your insurance company to L&L FARM sixty (60) days prior to the event. Please do not send a copy of your policy and have the insurance co. send via email to **AllisonParker@LandLFarm.com**
- 2) Vendor shall be responsible for any damage or injury caused by it or its employees and shall be responsible for any injuries to its employees. Vendor agrees to indemnify and hold harmless L&L FARM, LLC against any damages, suits or causes of action resulting from the same.
- 3) L&L Farm, LLC offers various all-inclusive packages for CLIENT(S), so please consult with us PRIOR to offering vendors' goods and/or services to CLIENT(S).
- 4) Vendors will observe a professional code of conduct and perform their duties in a workman-like manner.
- 5) Vendor will have a backup plan, discussed, and approved by the CLIENT(S) in case you are not able to attend and/ or setup the event.
- 6) Early Arrivals are not permitted. No Vendors, Family, Friends or Guests may have access to the PROPERTY prior to the agreed start time. Early arrivals will result in deductions from the CLIENT'(S) security deposit if L&L FARM, LLC and its staff must make schedule and/ or labor adjustments.
- 7) Vendors are not permitted to drop off decorations or equipment before the event.
 - a) Vendor is responsible for the setup of all flowers/ décor and the removal of all flowers/ décor at the end of the event. Please take all leftover décor/florals along with the related trash.
 - b) Any items left behind will be deemed unwanted and disposed of.
 - c) Vendor will hire the appropriate number of staff to perform their agreed upon duties.
 - d) Please do not involve any members of the wedding party with setup, unless they are willing.
 - e) If you need assistance, please ask L&L FARM, LLC Staff.
- 8) Load-in is permitted through the large sliding doors of the barn.
- 9) Vendor must bring all equipment needed: scissors, step stool, floral wire, buckets, etc.
- 10) Vendor will be held responsible for damages that occur because of failure to follow our house rules:
 - a) All decorations must be placed by the vendor during their rental period, unless otherwise arranged through L&L FARM, LLC. No standing on tables or chairs. All decorations must be



removed, without leaving damage (e.g. no use of adhesives of any kind, no inserting of hardware/ staples/ tacks), during the rental period, unless approved by L&L FARM LLC staff.

- b) All attachments are to be made with floral wire or zip-ties.
 - c) The use of items such as, but not limited to, confetti, fake snow, silly string, glitter of any kind, small gems/ jewels, bubbles, balloons, birdseed, rice, popcorn, and fireworks are prohibited. Fresh live aisle petals are allowed in outdoor (grass) ceremony spaces, and indoor ceremonies must be artificial (not live) and, must be picked up immediately after the ceremony. Anything hung from the ceiling must be pre-approved and installed by an insured vendor at the CLIENT(S) cost.
 - d) Candles: Flameless, battery operated candles are allowed inside the barn and in outdoor areas. Candles and/ or any item (s) with a flame must be contained in votive holders or glass enclosures two inches below the top of enclosure (indoors only). Sky lanterns, of any type, are strictly prohibited.
 - e) Straw and Hay: Is not permitted in any building at L&L FARM, LLC.
- 11) No drinking of alcohol, drugs, firearms, or any other weapons while working an event.
12) We encourage you to share the event on your social media and we ask that you tag the venue in all posts from the events that take place at our venue.

L&L FARM, LLC, as well as your business, have one goal in mind; to make and keep our clients happy. We appreciate your cooperation in achieving this goal and ask for open communication prior to and throughout event.

We agree to the terms and conditions as set out above.

Business Name: _____ Services: _____

Email: _____ Phone _____

Vendor's Name (print):

Signature _____ Date: _____

Representative of L&L FARM, LLC Venue:

By: _____ Date: _____