

**OUTSIDE VENDOR POLICY AGREEMENT**

Welcome to The Willows Event Center! We love having the opportunity to share our venue with you. We do ask that while you are at our venue, you follow our venue policies to ensure safety and excellence throughout the event.

This agreement is between The Willows, and \_\_\_\_\_ (company name).

**POLICIES:**

- The vendor agrees to stay within the designated Willows spaces for the duration of the event. All office spaces are off-limits for all vendors and guests.
- The vendor agrees to unload and enter through the east employee entrance. Our event center is located on the lower level, which you can use the elevator for (Level “C”).
- The vendor is held liable for their safety and well-being while on-site.
- The vendor agrees to be aware of their surroundings and be cautious when around the water in the Garden. The sides of the pond are vertical and very deep in places.
- The vendor agrees to stay off the waterfall fixtures, rocks and any other items that could potentially shift and/or break.
- The vendor agrees to allow The Willows to use photos that include their services for marketing purposes, unless otherwise stated. The Willows Event Center will be sure to credit your company on social media.
- The vendor is not allowed to partake in drinking of alcohol throughout the entirety of the event. If they are found to have been drinking, they could be kept from returning to the venue for future events.
- The vendor is responsible for all their belongings throughout the event. The Willows does not have a space to store any extra items or personal items.
- The Willows Event Center does not have any refrigerated space to hold cakes/desserts, florals, etc.
- The vendor agrees to clean up after an event in a timely manner and/or by the end of the rental time. The Willows is not responsible for helping with any of the cleanup. If any mess is left or damage done to the venue, it will be charged to the client being serviced.
- The vendor agrees to bring their own equipment to provide their service. The Willows cannot provide these items. Examples include microphones, speakers, floral wire, etc.
- The vendor agrees to treat all guests respectfully. If they are found to have not, they could be kept from returning to the venue for future events.
- The vendor agrees to treat all Willows staff respectfully. If they are found to have not, they could be kept from returning to the venue for future events.

By signing here, you agree to all vendor policies from The Willows Event Center.

Vendor Name \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

### **Preferred Vendor List Information:**

Our preferred vendors list is full of vendors whom we have asked to walk alongside us because of the amazing experience they provide our guests. This list includes professionals who continue to create intentional experiences. Everyone on our list has worked in our space more than once, is respectful and relational, and provides great customer service.

We do not open the list to everyone, we specifically ask vendors to join our list that have completed the following:

1. Worked with our team a minimum of two times professionally
2. Has great reviews from our employees and clients
3. Exhibit the following skills:
  - a. Adaptable
  - b. Respectful
  - c. Relational
  - d. High Level of Excellence

If a vendor who is on our list stops showing the qualities we are looking for in our preferred vendors, they will be taken off.