

# DJ/Band Vendor Agreement

All vendors must sign this agreement in order to perform their services at our venue, LHRC. Please read the following guidelines and rules and sign below.

- All vendors must have liability insurance with a waiver of subrogation. Lake House must be listed as an additional insured party and the event date must be present on the insurance certificate. The COI must be emailed to LHRC at [events@lakehousebr.com](mailto:events@lakehousebr.com)
- \*If you do not have liability insurance, one day policies may be purchased from [www.ewedinsurance.com](http://www.ewedinsurance.com).
- Vendors are required to dress appropriately for weddings and events.
- Vendors are not allowed to drink alcoholic beverages on our property.
- Set-up times are within two hours prior to the event time. NO exceptions unless approved by LHRC.
- Vendors are to unload/load their equipment from the accessible ramp into the back door. Dollies are not allowed in the venue. You must leave them outside of the door. They leave dirty tire marks on our white floor. Unload your equipment from there.
- Vendors may not leave their vehicles/trailers in the main parking lot area. You must move it to the front corner by the road bridge. You may NOT park or drive on the grass or in our gravel service driveway.
- Vendors are required to bring their own table and linen (must be to the floor).
- Ceremony music requires a second set up with a speaker if the ceremony is held outside. You must provide a lapel mic and a wireless mc/stand for the Minister and couple.
- You must follow instructions of the LHRC coordinator as to the timeline of the event. If you do not, you will be banned from the venue and/or your outlet cut off.
- Music levels will be monitored by LH staff. You must follow instructions on turning it down if we say so. Example: the windows are rattling.
- You are responsible for any damages you cause to LHRC property. You must check in with LHRC staff before leaving the venue to inspect your area for damages.
- Breakdown of equipment: You have no more than 30 minutes after event end time to remove your equipment from the venue. You must clean up your area of trash and dirty dishes.

Name of vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Vendor Business and lic# \_\_\_\_\_

Phone# \_\_\_\_\_ Email Address: \_\_\_\_\_