

## The Vendor Agreement

This Vendor Agreement (the "Agreement") is entered into between The Lesner Inn, hereinafter referred to as the "Venue," and [Vendor Name: \_\_\_\_\_] hereinafter referred to as the "Vendor," collectively referred to as the "Parties." The Vendor is required to adhere to the terms of this agreement as they are being hired by the Venue's Client, and are expected to follow the same regulations and policies as the Venue's Client. Vendor must sign the Agreement, and client must submit to the Venue no later than (14 days prior to event date).

<u>Event Information</u>	<u>Vendor Information</u>	<u>Client &amp; Venue Information</u>
<b>Event Name:</b>	<b>Vendor:</b>	<b>Client Name:</b>
	<b>Vendor Contact:</b>	<b>Client Phone &amp; Email:</b>
<b>Event Date:</b>	<b>Email &amp; Phone #:</b>	<b>Venue Phone #: (757) 481-1122</b>
	<b>Business License/ Account #:</b>	<b>Venue Email: <a href="mailto:info@lesnerinn.com">info@lesnerinn.com</a></b>

### Event Details

All event details must be confirmed and finalized by the Venue's Client no later than fourteen (14) days prior to the Venue's Client's scheduled function date. This includes but is not exclusive to, event timeline, floor plan, guest count and vendor details. The Vendor must adhere to confirmed details.

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### Insurance & Liability

The Vendor's property is the sole responsibility of the Vendor and/or its' employees. The Vendor agrees that it has procured sufficient insurance to cover the loss of such property.

The Vendor is solely responsible for any personal property brought onto the premises before, during, or after the event. The Venue cannot be held liable for any loss or damage to such property and assumes no responsibility for personal property and equipment brought onto the Venue's premises. Additionally, the Venue is not responsible for any damage to the Vendor's (or the Vendor's guests') personal property in the Venue's parking lot.

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### Food and Beverage

The Venue does not allow food or beverage from outside providers to be brought into events, with the exception of dessert. The Vendor providing dessert understand they must set up their dessert tables = The Vendor providing dessert understands they will not have access to the Venue's kitchen.

The Vendor is expected to refrain from consumption of alcoholic beverages throughout the duration of the event in accordance with the Venue's policies.

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### Event Set Up & Breakdown

The Vendor must manage their own set up and ensure that they have the necessary supplies and equipment for their services. This includes but is not limited to ladders, step stools, carts, dollies, and extension cords.

The Vendor may access the reserved event space up to two (2) hours prior to the event start time for set up. Should the Vendor desire earlier than two (2) hours prior, permission must be obtained from the Venue's Event & Sales Manager. Early access will be granted if the existing event schedule permits.

The Vendor must breakdown all equipment and décor within one hour of event end time. The Venue will not store the Vendor's property at any time prior to, during or following an event. A minimum fee of \$250 will be applied for disposal of excessive trash, décor, etc.

# LESNER INN

*Weddings • Events • Catering*

3319 Shore Drive, VA Beach, VA 23451

(P) 757-481-1122

(F) 757-481-1820

info@lesnerinn.com

www.lesnerinn.com

The Vendor is limited to specific decor set up guidelines at the Venue. The Vendor is not permitted to hang materials to the Venue’s walls, chandeliers, ceilings, windows, etc. The Vendor is not permitted to alter the Venue’s existing structure. The Vendor understands that any décor set up must be carried out within the designated areas and in a manner that does not cause damage or pose safety hazards to the Venue or the Venue’s guests.

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### Damages

The Vendor is fully responsible for any damage caused to the Venue during the event. This includes, but is not limited to, damage to the facilities, equipment, or any other property belonging to the Venue. It is the Vendor’s responsibility to ensure that all activities and services are conducted in a manner that does not result in any harm or damage to the Venue or its surroundings. Any necessary repairs or costs associated with damages caused by the Vendor (or the Vendor’s guests) will be the sole responsibility of the Vendor.

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### Prohibited Items

Birdseed, rice, bubble machines, fog machines, open flames/fireworks, glitter, confetti, silly string and any other item that may damage the facility or cause accidents and/or injury to occur are prohibited. Please check with the Venue’s Event and Sales Manager to make sure any questionable items are not prohibited. Items that pose a trip hazard may not be placed on stairs or in such a manner as to block building entrances/exits.

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### Ceremony & Rehearsals

The date and time of the rehearsal will be confirmed with the Venue fourteen (14) days prior to the event. Weekend rehearsal times will only be granted if the existing event schedule permits. Rehearsals are limited to one (1) hour due to the Venue’s event schedule. The Vendor understands that there may be two (2) ceremonies simultaneously happening if the Client does not rent the whole venue. The Vendor understands that the Venue coordinates ceremonies to start simultaneously to prevent disruptions. In the event that the ceremony does not begin on time, the Vendor acknowledges the potential risk of noise conflict.

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### Waterside Deck Events

The Vendor understands that the Waterside Deck has no air conditioning and is an enclosed deck.

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### Vendor Communication

Please fill out the table below with the best information so that we can connect with you on our mutual client’s event.

Contact Name: \_\_\_\_\_ Social Media Handle: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_ Any Additional Info: \_\_\_\_\_

### Acceptance of Vendor Agreement

By typing your full name below, both the Venue and the Vendor acknowledge their understanding and acceptance of the terms outlined in this Vendor Agreement.

Authorized Parties

Lesner Inn

\_\_\_\_\_  
Name & Today’s Date

\_\_\_\_\_  
Print Name