



# GREENGATE

RANCH & VINEYARD

## *Planner Agreement*

This Agreement is entered into and made effective between Greengate Ranch & Vineyard, hereafter called “Greengate”, whose address is 300 Greengate Road, San Luis Obispo, CA 93401, and the vendor hereafter called the “Planner”. The following are specifications concerning the administrative and contractual agreements regarding events held at Greengate.

**Please initial next to each category indicating that you have read, understand and agree to each statement within the category.**

### PREARRANGED APPOINTMENTS & SITE WALKTHROUGHS

Greengate requires that all site visits to the property be prearranged by appointment. For liability purposes, guests, vendors and visitors are not permitted on property without Greengate staff present. Please prearrange all site visits with Greengate staff.

1. Please coordinate your required pre-wedding site walkthrough at least 30 days prior to the wedding. The site walkthrough should include Planner, the couple, Greengate’s Event Manager and any other necessary vendors to review details of the wedding weekend, including spaces being used for rehearsal dinner, ceremony, reception, pictures, etc. **Please note: a comprehensive vendor list, including all contact information and a timeline, is due to Greengate at least 1 (one) month prior to the wedding.**

\_\_\_\_\_ (initial)

### VENUE POLICIES

1. **Greengate requires all clients to hire their Planner AT LEAST for “partial planning” services.** If you have not been hired for “partial planning” or “full planning” services, please let Greengate staff know immediately. “Month-of” or “day-of” services do not meet Greengate requirements.
2. Smoking is prohibited at Greengate Ranch & Vineyard. During an event, a designated smoking area is required for smokers. **It is the Planner’s responsibility to get a designated smoking area approved by**

**Greengate staff and to set up the designated area with signage. It is the Planner's responsibility to enforce this policy during the event.** Absolutely no smoking can happen in any buildings. The client's security deposit will be in jeopardy if this policy is not strictly enforced by the Planner and their staff.

3. Smoking is prohibited in any structure on the property at all times. Please discuss our smoking policies with your clients in advance.
4. All vendors must park in the designated parking or event parking areas. **There is absolutely no parking on any of the service roads or on Green Gate Road at any time.** This is strictly enforced and vehicles are subject to ticketing and/or towing. Please make your staff aware of this policy. Please inform your employees and vendors. It is the Planner's responsibility to enforce this throughout wedding day.
5. The Planner must arrange with their staff or the caterer and their staff for the setup of: ceremony chairs, reception tables and chairs, bar(s), and other accessory tables or any additional rental items and all décor items. **Although Greengate provides some event items (ie tables, etc.) for the client's use, we are NOT responsible for the moving, set-up or tear down of these items. Greengate will not set up or strike any of these items.**
6. Greengate's event items (ie tables, etc.) are only available for use in the Barn & Courtyard or on the Grand Lawn. If the ceremony or any other events require additional tables, and it is not at the Barn area, you must rent additional tables, etc. Greengate does not allow the event items we provide to be moved from the Vintage Barn area.
7. **Any and all rental items should be removed from all lawn areas no later than 11:00PM of the event day,** unless otherwise approved by the Director of Events. This includes bar structures and any other lawn installation pieces.
8. **Upon your arrival, please always check-in at the ranch office (Building 308).** Please remember this is private property. You may not come on to the property without approval or a scheduled appointment.
9. **All personal items must be removed from the event spaces no later than 11:00 PM the night of the event.** All rented and personal items of the client must have a prearranged pick-up day and time, prior to the event, that is outlined within the event timeline (luminaries, votives, flowers, vases, props, signage, and any other décor).

\_\_\_\_\_ (initial)

## TIMELINE & VENDOR LIST

The Planner must plan and coordinate wedding rehearsal, ceremony, and reception; as well as any other wedding related events taking place on property with a guest count at or exceeding 50 people (i.e. brunch, rehearsal dinner, welcome dinner/party, etc.).

1. **Please provide Greengate Ranch & Vineyard's Events Manager with a detailed timeline of rehearsal and wedding activities at least 1 (one) month prior to the wedding date.** The timeline should include: final guest counts, vendor arrival times, rental companies used and their pick up and drop off days and times, wedding party and family arrival, rehearsal plans, spaces the photographer will be using and at what time,

and all scheduled event start times for any event taking place on property throughout the weekend.

2. **A Planner must be contracted by the client for any “additional event” (any event outside of wedding day) onsite and exceeding 50 people.**
3. **Please notify the Director of Events of any “additional event” (event outside of wedding day) with a guest count exceeding 75 people.** Any additional event over 75 people is subject to an Additional Event Fee. Any additional event over 100 people is subject to another Additional Event Fee.
4. Please provide a comprehensive list of vendors with their contact information (email & phone numbers) and any other notes that should be made.
5. Please manage the timeline and vendors throughout the evening and through the wedding weekend.

\_\_\_\_\_ (initial)

## DELIVERIES

1. All deliveries must be arranged with Greengate prior to delivery and pick up. Please check with Greengate regarding where you can load and unload for each event. All instructions for setup, etc. should be given to the supplier prior to the event date and it is the responsibility of the Planner to ensure proper delivery and setup of the items. The Planner should give an emergency contact number to the delivery personnel in the event that last minute communication is needed. Greengate’s personnel is available to sign for the delivery of the items, but will not be held responsible for the quantity, quality, setup, take down or security of these items.
2. **Rental deliveries are to be made on Fridays or on Saturdays. Rental pick-ups are to be made on Sundays.** If scheduling does not allow for these days, approval must be arranged with the Director of Events.
3. In order to manage and control our property and events, we ask all deliveries and pick-up arrangements be approved. Greengate reserves the right to, at our discretion, reject any vendor that does not meet Greengate’s standards or regulations.

\_\_\_\_\_ (initial)

## REQUIRED DOCUMENTS

Greengate provides each of our wedding clients with a written agreement that is fully executed by the individual personally responsible for payment, as well as the individual who is arranging the event. Any failure to carry out this agreement may jeopardize the client’s security deposit.

1. The Planner must provide Greengate with a copy of current and adequate business liability insurance. Greengate’s two entities must be added as additionally insured.
2. The Caterer must be a full service Caterer approved by Greengate. The Caterer must be able to provide Greengate with a signed catering agreement from Greengate, business liability insurance and ServSafe certificate at least 1 (one) month prior to the event.

3. If there is a bar service separate from the Caterer, a copy of the liability insurance, along with license to serve alcohol must be provided to Greengate at least 1 (one) month prior to the event.
4. The Planner assumes full responsibility for any injury, theft, loss or damages to its employees and employees' property resulting from the preparation and execution of the event. Planner also assumes full responsibility for damages to Greengate property caused by the Planner or its employees.

\_\_\_\_\_ (initial)

#### PROHIBITED ITEMS AND OTHER NOTES

1. **Greengate Ranch & Vineyard does not allow the use of: sparklers, hay bales, feather boas, or confetti of any type, disposable utensils or serve ware.** The one exception is that plastic/disposable drinkware is allowed for use at the Pool Arena, as glass in this space is a safety hazard.
2. Please be prepared to **use your own tools and equipment.** We do not supply ladders or any other installation equipment or supplies. Our staff is not available to assist in supplying tools or using Greengate tools in preparation for your event.
3. We do not allow any nails, screws or staples to be put in the inside Barn walls or on the outside of the Barn. The same rules apply for the Stables. **Any items being secured to any buildings, trees, or penetrating the ground MUST be receive written approval by Greengate in advance.**

\_\_\_\_\_ (initial)

#### CLOSING PROCEDURES

1. All heaters must be turned off, propane closed off, and stored outside of the barn.
2. Collect all leftover alcohol from event or wedding locations to be taken out of event spaces, unless arrangements are made with an alcohol service for the alcohol to be picked up.
3. **Ensure completion of Catering clean up (Vendor Close Down Checklist is completed and signed) and review with catering before check out with Greengate staff.**
4. Ensure that all vendors have followed Greengate's clean up and check-out procedures and stored items are returned to designated areas in accordance with posted diagram, including check out at the end of the night with Greengate staff member.
5. After dinner service and before sundown, collect all decorations, gifts, lawn games, additional chairs and tables and all personal items that are not in use from the ceremony and reception site. **Pond site tear down should be listed on timeline and planned to take place before sundown.**
6. Pack up and organize all rented and personal items at end of event/wedding. Please neatly stack items to be picked up by rental company and placed on the cement pad behind the prep kitchen. **All unrented personal items must be removed at the end of the event no later than 11:00 PM.**

7. Check out with Greengate Ranch & Vineyard staff after all family and guests have left the property or returned to vacation homes and event space is ready to be closed up. **Tear down and clean up MUST to be completed by 11:00 PM unless otherwise arranged prior to event.**

\_\_\_\_\_ (initial)

**I have read and understand my responsibilities when working at Greengate Ranch & Vineyard. I understand if any other these responsibilities are not met according to this agreement it will jeopardize my opportunity to work at Greengate Ranch & Vineyard for future events.**

Signature\_\_\_\_\_

Print name\_\_\_\_\_

Date\_\_\_\_\_ Name of Business\_\_\_\_\_

Phone\_\_\_\_\_ E-mail\_\_\_\_\_

**For office use only:**

- Copy of current Business Liability Insurance, Greengate named as additionally insured**
- Vendor Orientation**
- Added to PVL**