

All outside vendors are required to sign this agreement prior to coming to SkyView Golf Club. As we are contracted as the venue for the event, we reserve the right to conform all timetables, schedules, processes and functions to our requirements. If you have any concerns or questions regarding any of the policies, please be professional and contact us, rather than discussing them with your client. We reserve the right to refuse your admittance to the property if the procedures are not followed.

To provide us with a signed agreement, please carefully read this document. Once you have read and understand the terms and conditions please send us an email with a signed copy of this document. Please title the email Vendor Contract for (insert the event date). Within the body of the email please state the client's name, the date of the event, your name, your company's name, and contact information. This agreement as well as a copy of your **liability insurance** needs to be submitted to SkyView **2 weeks prior** to the event. You can email the agreement and a copy of your liability insurance to [info@skyviewgolf.com](mailto:info@skyviewgolf.com)

#### Outside Vendor Agreement

I/we understand that my/our ability to provide third party services at SkyView Golf Club is governed and limited by the following terms and conditions:

1. **Set Up/Take Down:** All items brought in by outside vendors may begin to be set up 3 hours prior to the event and removed within one hour of the event ending. Our agreement is based on the clients ending time for you to be completely out within the time designated thereby avoiding additional charges to the client. The overtime charge is \$ 200 per half hour. We do allow some leeway time if an honest effort is being made to gather belongings and equipment.
2. **Equipment and Tables:** For safety, security, and liability; tripods, bags, boxes, wires, table, etc. may not be placed in pathways, access ways or doorways. Cords and equipment cannot create trip hazards. Our Maître D' has the final say on all aspects of the event including equipment positioning. We can provide you with tables and linens, upon request.
3. **Landscape Use:** During outdoor events, all persons must remain on pathways, driveways, or lawns. Vendors and guests are not allowed to walk through flowerbeds or roped off areas. We ask that you be respectful and assure that there is no damage to flowers or landscape. We reserve the right to assess a charge for damages to the landscape- including the replacement of flowers and plants if necessary.
4. **Food and Beverage:** Vendors are not allowed to consume alcoholic beverages provided by our staff during the time of the event. You are more than welcome to enjoy non-alcoholic refreshments from the bar. Once the guests have all been served their meal, a member of the staff will bring yours out to you. Please feel free to enjoy your meal in a quick and timely manner.

5. Indemnification: The use of our facility is at your own risk. SkyView Golf Club is not responsible for any lost or stolen items, personal injury or damages to your personal property while at our facility. Additionally, you must indemnify us against any negative comments by you or your staff posted anywhere electronically about SkyView Golf Club.
6. Damages: We reserve the right to charge for any damages that you may cause that are over and above normal wear and tear.
7. Event Management: SkyView Golf Club maintains the right to position tables, chairs and set seating arrangements as we see necessary to conform to local fire codes. These are not to be tampered with by vendors with out permission from the Maître D'. All event timetables such as gathering, ceremony, cake cutting, etc. will be administered and managed by the maître d' of SkyView of Club. Please do not attempt to alter schedules or timetables to shorten or delay the any part of the event for any reason.

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

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

Date: \_\_\_\_\_

Name of Client: \_\_\_\_\_

Event Type: \_\_\_\_\_

Date of Event: \_\_\_\_\_