



VENDOR POLICY & REQUIREMENTS

Caterers, Planner/Coordinators, and Bar Service Providers not listed on our Family Favorite Vendor List must sign a Hearth House Venue Policy Agreement and meet the requirements listed below. New Vendors should present a copy of the Signed Policy Agreement to Clients as Verification of Approval to Provide Catering, Bar or Planning/Coordination Services at Hearth House Venue.

Vendor Application: <https://hearthhousevenue.com/vendor-application/>

EVENT PLANNER/COORDINATOR REQUIREMENTS:

- Offer Professional Planning Services to the public.
- Name Hearth House Venue, LLC as Additionally Insured on a Commercial Liability Policy.
- Attend 30-Day walkthrough and ensure the client has all required documents prepared or already submitted.
- Be onsite for the duration of the Event and oversee setup & teardown of tables, chairs, and décor.
- Manage the timeline and onsite vendors, including the In-house Sound System, if Applicable.
- Comply with all Hearth House Venue Policies, and all State and Local Government mandates and regulations.
- Assist with onsite COVID Compliance as requested by Hearth House Venue

CATERER REQUIREMENTS - INCLUDING FOOD TRUCKS: *(Full Service Caterers are required.)* If Caterer/Food Truck does not meet the Staffing requirements listed below, Clients must hire and pay for approved Service Staff in order to meet Full Service Caterer requirements.

- Hold a valid Retail Food License in the State of Colorado. (Required due to COVID)
- Name Hearth House Venue, LLC as Additional Insured on Commercial Liability Policy.
- Staff the event with 1 staff for every 25-30 guests. *(If the caterer does not meet the staffing as outlined above, Client must hire and pay for Service Staff from or Staffing Partner – A Piece of Cake Catering at 719-310-7683.*
- Arrive 3-hours before guests, stay the duration of the event, and 1-hour post event: Service Guests, Setup, Teardown, Flip, Strike.
- Light cleaning of work areas and floor. Manage trash and remove all trash from the premises. (Take trash with them)
- Supply Trash Bags. (Heavy Duty 42-50 Gallon) and Cleaning and Sanitation supplies for workstations.
- Comply with all Hearth House Venue Policies, and all State and Local Government mandates and regulations.
- Assist with onsite COVID Compliance as requested by Hearth House Venue
- Desserts can be supplied by anyone, without prior approval, but the caterer must cut and serve desserts, if applicable.

SUPPLY YOUR OWN FOOD: *(This is no longer available due to COVID Restrictions and will not be an option in the future.)*

- For the few who were previously approved to supply food from a source other than a Licensed Caterer, you must hire and pay for full Service Catering Staff to meet the full service catering requirements listed above.
- Contact Hearth House Venue's Full Service Catering Staff Partner – A Piece of Cake Catering at 719-310-7683.
- Baked Desserts are exempt and can be supplied by client.

BAR SERVICE REQUIREMENTS: Bar Service Providers must be approved by Hearth House Venue, and meet the following requirements:

- Provide proof of TIPS Certification.
- Name Hearth House Venue, LLC as Additional Insured on their Commercial Liability Policy/Alcohol Policy.
- Staff the event with 1 staff for every 75 guests
- Light cleaning of work areas/floors, manage Bar trash and remove all Bar trash from the premises. (Take trash with them)
- Comply with all Hearth House Venue Policies and all State and Local Government mandates and regulations.
- Supply Trash Bags. (Heavy Duty 42-50 Gallon) and Cleaning and Sanitation supplies for workstations.
- Assist with onsite COVID Compliance as requested by Hearth House Venue

ALL OTHER VENDORS:

- No Policy Agreements needed but Vendors must comply with General Venue Policies, and State and Local Government mandates and regulations while on site.
- Vendors must apply and be approved to become Family Favorite Vendors.

Refer New Vendors To: <https://hearthhousevenue.com/vendor-application/>