

HEARTH

WEDDINGS & EVENTS

House

VENUE

VENDOR REQUIREMENTS - KEY POINTS

We highly recommend you choose from vetted and approved Hearth House Venue Family Favorite Vendors listed on our website. **Planner/Coordinators, Caterers, and Bar Service Providers** not listed on our Family Favorite Vendor List must have a signed Policy Agreement on file with Hearth House Venue. If they say they already have one, request from them a copy and you'll be set. If they are new to us, ask them to go to our websites to our Family Favorite Vendor Page and fill out the New Vendor Application. We'll send them a Policy Agreement and they will let you know if/when they get cleared to provide services at Hearth House Venue. Below you'll find the requirements of the 3 key Vendors.

To assist you in your vendor review, here are the "Industry Standard" Key Points of our Policy Agreements.

EVENT PLANNER/COORDINATOR REQUIREMENTS:

(At minimum, a "Day of Coordinator" is Required.)

- *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.

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*
- 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.
- Desserts can be supplied by anyone, without prior approval, but the caterer must cut and serve desserts, if applicable.

SUPPLY YOUR OWN FOOD:

- You must hire and pay for full-Service Catering Staff to meet the full-service catering requirements listed above.
- 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.
- Must provide 1 Bartender per 50 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.

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.