



Vendor Agreement

Welcome to Blue Barn Berry Farm & Event Venue! We are thrilled to be working together to create the wedding of our clients' dreams! Please review the following vendor agreement; initial, sign and date in appropriate spaces and return before wedding date.

- ❖ Blue Barn is an indoor/outdoor pavilion located in a residential area. Being that music travels, bass is not permitted to be used and volume must be kept at an acceptable level (Inside 85 dB max). If exceeding decibels or asked to lower, vendor must accommodate.
This is a regulation by county and mandatory to follow.
- ❖ When open pavilion, all speakers are to face away from lake and residential neighborhood which includes music played for ceremonies after 5:00 pm or wedding receptions.
- ❖ Drinking game songs or songs with a high level of profanity is highly discouraged. If the group is becoming too loud or unruly, the DJ may be asked to change the song tempo to slow songs or discontinue music. If a bar is open, the bartender will NOT provide service for a drinking game and guests will not be served consecutive drinks in a short time. The microphone is to only be used by the hired DJ and not the guest.
- ❖ Vendor and all vendor employees must be covered by their company's Liability insurance and worker's comp for employees. Vendor shall be responsible for any damage or injury caused by it or its employees and shall be responsible for any injuries to its employees. Vendor agrees to indemnify and hold harmless Blue Barn against any damages, suits or causes of action resulting from the same.
- ❖ Vendors are required to wear appropriate attire, dress professionally with proper footwear as the property of Blue Barn contains several terrain types including steps, rocks, and hills.
- ❖ Vendors must confirm drop off/delivery/set up time with Blue Barn by phone/text at 574-742-2247 or by email at info@bluebarnberryfarm.com. Staff will explain areas you're allowed to drive on for loading and unloading. Driving on restricted areas may result in not being allowed to return.

- ❖ Equipment and **all items must be removed by the contracted closure time** or the client may result in additional rental cost. Day of coordinator or DJ is to provide event timeline to Blue Barn Management on or before the start of the event. If extended tear down time is needed then it would need to begin earlier in the evening or less equipment is to be setup.
- ❖ The hired DJ will be the master of ceremonies for wedding receptions. They are expected to make all announcements, line up bridal party for introductions in pre-determined order, food service table dismissal, dances, cake cutting, toasting, bouquet toss, exit, etc. Vendor is expected to coordinate all announcements with Blue Barn staff and to not move into planned events without communicating with Blue Barn staff.
- ❖ Vendor must bring all equipment needed: extension cords, batteries, cables, wireless microphones, microphone stands, etc. Blue Barn will provide a table if notified in advance.

We appreciate your cooperation in achieving this goal and ask for open communication prior to and throughout event.

Company: _____

Vendor Representative: _____ Date: _____