

# **TOPSAIL MANOR VENDOR AGREEMENT**

**Event Client(s):** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

Please take the time to review carefully, sign and return a copy to us. In addition, we would be pleased to receive any of your policies or requirements that are applicable to our working together.

## **INSURANCE**

Vendors who will be on-site must provide proof of insurance (General Liability/Worker's Compensation) prior to the commencement of work or services to Topsail Manor.

Special Event policies are available from a number of sources.

## **CLIENT / VENDOR ACCESS**

Prior to contracting with the client, please ensure you have checked with our Property Management company, Access Realty, to ensure the set-up time you require is available, the designated load-in locations and are secured by the client. Vendor/client access typically begins two to three hours prior to the event. Again, please refer to the contract for your specific access time. You will be responsible to ensure the event space (including outdoors) is clear of debris resulting from your setup. A photo ID is required for all persons working on property.

## **LOAD-IN/LOAD-OUT**

All load in must occur via a designated location provided by our Property Management company, Access Realty.

## **SUPPLIES, TRANSPORT & LABOR**

Vendors are responsible for the transport and set-up of all items not supplied by Topsail Manor. Any items that Topsail Manor has agreed to place will be set out 5 hours prior to the function. In the case of large equipment, vendors must supply their own moving equipment (i.e., dollies, carts, etc.) and staff. Topsail Manor is not permitted to move equipment that is not ours. Vendors are also responsible for any damages caused to the Venue resulting from their transport, set up, and take down.

## **TEAR DOWN**

Tear-Down is to begin immediately after the event conclusion. Tear down should be done timely, quietly and safely. The event space should be left in neat and orderly condition, free of debris or display refuse, no later than the contracted reservation date and time. Based on time and labor, the group will incur additional charges for the removal of any materials by the Property Management staff at the close of any reservation. There is a \$350 clean-up fee for any excessive flower petals or other wedding décor/refuse left at a ceremony and/or reception site. Client is fully responsible for any damages incurred to venue from debris left in event spaces including outside areas.

## **PARKING**

After load in is complete, you may park in the gravel parking area to the right of the home or in one of the two local public beach parking lots down the street from Topsail Manor.

Trucks are not permitted anywhere on our property to park without approval of our Property Management Staff. They will be cited and towed at the owners' expense if found on any side streets, per local city ordinance. The Town of North Topsail Beach is very strict about enforcing their policies regarding parking on side streets. It is your responsibility to make sure you arrange appropriate parking for any trucks or buses you may have to park.

## **STORAGE**

Topsail Manor does not provide any storage prior to or after an event. All equipment and elements for an event need to be delivered and picked-up on the event day.

## **DIAGRAMS**

The Property Management Staff will provide a diagram of specific placement of all elements at least a week in advance, if requested. If you should have specific needs or requirements, please contact our Property Management Staff at Access Realty (910-327-2050).

## **DRAPING / TAPING**

All technical equipment in the event room that is visible to guests must be properly draped with cables tucked away. At no time can anything be taped or otherwise affixed to walls, ceilings, baseboards, door frames or crown molding without the consent and direction of the Property Management Staff.

## **PUBLIC BEACH POLICIES**

All beaches are under the regulation of the Town of North Topsail Beach.

The following are the city's policies and regulations for the use of the beaches:

No glass containers allowed on the beach

No open flames, BBQs or pits are allowed

No umbrellas larger than 6'

Beach used for any event is first come, first serve and space cannot be "reserved".

Any items used on the beach must be removed shortly after use. Items left on the beach overnight or for extended periods of time may result in a fine or damage.

## **CURFEW/AMPLIFICATION**

All outdoor events must conclude by 10:00 pm in accordance to the Town of North Topsail Beach Noise Ordinance.

## **DÉCOR & FURNISHINGS**

Furnishings/décor may not be moved or removed. Carpets, walls, doors, etc. are to be protected. Any damages will be your sole responsibility. No items shall be affixed to walls or ceilings without prior approval from the Property Management Staff.

## **NOISE LEVEL FOR ENTERTAINMENT/PRODUCTION/LIGHTING:**

Topsail Manor reserves the right to determine the final placement of all stages and direction of sound for all outside Entertainment and/or Production with amplified music or sound. Topsail Manor must approve all outside lighting plans to include fixtures used 30 days prior to event. Lighting must comply with City mandated guidelines. Topsail Manor reserves the right to enforce hours and noise levels of all amplified sound based on required City and State Ordinances or any immediate requests of sound reduction by neighboring residents and/or city officials. Topsail Manor shall have sole and absolute final authority on this matter. Failure to comply at the time of request could result in fines or penalties. After 10pm, outside noise levels for teardown must not exceed 50 decibels.

## **SMOKING AND ALCOHOL**

Smoking is not permitted in the home, on the decks, or on the gazebo. Designated smoking disposal bins are located in the courtyard by the pool (shell planters filled with sand).

## **FIRE SAFETY**

Client has been advised that all candles must be protected by greater than a 2" nonflammable container. Any other open flames are prohibited on property.

## **NON-FLAMMABLE MATERIALS**

Electric Wiring and equipment installation must conform to appropriate local codes. Material not conforming to such regulations will be removed immediately at the vendor's expense.

**LIABILITY**

Topsail Manor will not be responsible for any injury, loss or damage that may occur to the vendor, the vendor's employees or property, or to any other person, during or subsequent to the period covered by the vendor contract provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of the Venue. Each vendor expressly releases the Venue from such liabilities and agrees to indemnify the Venue against any and all claims for such injury, loss or damage.

Should you have any questions, please do not hesitate to contact our Property Management Staff at Access Realty (910-327-2050). Thank you for your support.

**It is mutually understood that the above Vendor Policies have been reviewed and are acceptable.**

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VENDOR SIGNATURE

DATE

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VENDOR NAME

TITLE

COMPANY

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VENUE AGENT SIGNATURE

DATE