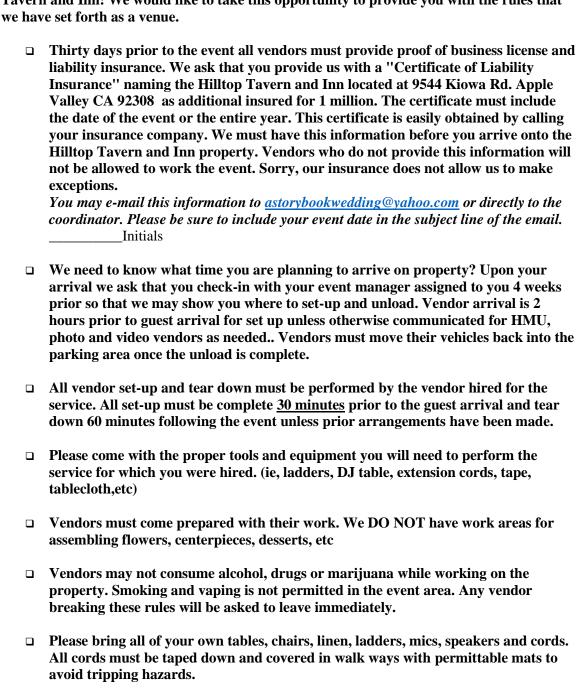
Hilltop Tavern and Inn 9544 Kiowa Rd. Apple Valley, CA 92308 760-217-6636

Dear Vendor,

We are pleased that you will be participating in one of our great events at The Hilltop Tavern and Inn! We would like to take this opportunity to provide you with the rules that we have set forth as a venue.



Caterers must provide a department of public health license and insurance to the venue 4 weeks prior to the said event. All workers are expected to dress in black slacks, black shoes and a blouse for women and or a black button up for men and

women or your company appointed uniform.

	bride and groom, the ca	h the buffet line. If a meal has been purchased for you by the terer will provide a meal for you. You may be seated in the the venue manager serves you.
	If you will be bringing a	an assistant please let us know. This is an extra vendor meal.
	If you will be staying for Please dress in profession	r the wedding, please dress appropriately. No jeans please. onal attire.
٥	Please no exposed cords	areas clean when you have finished your set-up/teardown. by, boxes or messy looking boxes. All cords and tables must be table to bottom of legs with linen.
٥	•	sit behind their DJ station while performing a service and DJ station. Dinner service for vendors will be in the dining
	cords, speakers and dan or band to make <i>all</i> ann making announcements	must provide their own shade, equipment, proper extension ace floor or stage lighting. The venue expects the DJ/Emcee ouncements. Staff and coordinators are not responsible for and the timing should be communicated with the event captain. Tables will be released by the banquest captain by the DJ.
	No items will be attache	d to the ceilings or walls.
	Only flameless candles a	are permitted. We do not allow sparklers.
		areas clean when you have finished your set-up/tear down. here is a large trash bin located outside of the back kitchen
		e you a site visit prior to the event . This is highly
	Please secure payment w	ith the client before the event. The Hilltop Tavern and Inn does payment between the vendor and the client.
	The venue has the right to post any photos from the photographer on social media, websites, media and blogs. We certainly appreciate showcasing your work and enjoy posting your photos. Please email them to astorybookwedding@yahoo.com along with the proper Instagram handles or facebook credit information. We also need your handle and website. Thank you in advance!	
	Please acknowledge recoordinator in charge of	eipt of this letter upon receipt. Sign date and return to the
	coordinator in charge of	your event.
Vendo	r name:	Business Name:
Signature Date		
Date ar	nd name of said event:	
We are	feel free to call us with a e looking forward to work in a great success!	ny question or concerns. king with you and making each event at The Hilltop Tavern
Sincerely,		

Sincerely, Stacey Rayburn Facility Director 760-217-6636 astorybookwedding@yahoo.com



Welcome to the Hilltop! We are excited to have you a part of our team! Please find the following information that we require from our coordinators to ensure a smooth and enjoyable day for everyone. I will invite you to a drop box link where you can add all of the required information prior to the event. Please let me know if you have any questions! I can be reached at astorybookwedding@yahoo.com or Stacey 760-217-6636.

Our insta handles are @hilltoptavernandinnweddings and @thehilltoptavernandinn please follow us and tag us in both so we can follow you back!

- Please collect all vendor insurance 4 weeks prior to the event and drop box it
 into the folder that I provide for you. This is a requirement of EVERY vendor and
 the COI needs to list The Hilltop Tavern and Inn as the additional insured for 1
 million dollars. This also applies to your client.
- Please provide final details 4 weeks prior to include:
 - 1. Vendor contact list including business name and contact name, email, cell phone, website and insta handle.
 - 2. Final timeline with vendor arrival times.
 - 3. Final floor plan and include Any extra tables like cocktail, gift, guest book, dessert etc.,
 - 4. A copy of the signed vendor letter from all vendors including yourself with their COI's
 - 5. A copy of the seating assignments if any along with any allergies, special needs or children's meals-15 days prior
 - 6. Turn in your vendor meals to your caterer
 - 7. Ceremony line up with names of bridal party members
 - 8. BEO from catering company with meal selections
 - 9. Any rental orders from party supply companies
 - 10. Final drink menu needed for the venue

• Final head count 2 weeks out so we can bill the client. Final payment is due and no more changes can be made.

All signed vendor regulations forms from all vendors and insurance

Couples' names and immediate contact info along with a secondary contact as part of the contact form needs to be filled out immediately upon hire to the best of your ability until your final consult. Thank you so much and please reach out with any questions!

Stacey and The Dream Team