

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.

- ❑ **Thirty days prior to the event all vendors must provide proof of business license and liability insurance. We ask that you provide us with a "Certificate of Liability Insurance" naming the Hilltop Tavern and Inn located at 9544 Kiowa Rd. Apple Valley CA 92308 as additional insured for 1 million. The certificate must include the date of the event or the entire year. This certificate is easily obtained by calling your insurance company. We must have this information before you arrive onto the Hilltop Tavern and Inn property. Vendors who do not provide this information will not be allowed to work the event. Sorry, our insurance does not allow us to make exceptions.**

You may e-mail this information to astorybookwedding@yahoo.com or directly to the coordinator. Please be sure to include your event date in the subject line of the email.

_____Initials

- ❑ **We need to know what time you are planning to arrive on property? Upon your arrival we ask that you check-in with your event manager assigned to you 4 weeks prior so that we may show you where to set-up and unload. Vendor arrival is 2 hours prior to guest arrival for set up unless otherwise communicated for HMU, photo and video vendors as needed.. Vendors must move their vehicles back into the parking area once the unload is complete.**
- ❑ **All vendor set-up and tear down must be performed by the vendor hired for the service. All set-up must be complete 30 minutes prior to the guest arrival and tear down 60 minutes following the event unless prior arrangements have been made.**
- ❑ **Please come with the proper tools and equipment you will need to perform the service for which you were hired. (ie, ladders, DJ table, extension cords, tape, tablecloth,etc)**
- ❑ **Vendors must come prepared with their work. We DO NOT have work areas for assembling flowers, centerpieces, desserts, etc**
- ❑ **Vendors may not consume alcohol, drugs or marijuana while working on the property. Smoking and vaping is not permitted in the event area. Any vendor breaking these rules will be asked to leave immediately.**
- ❑ **Please bring all of your own tables, chairs, linen, ladders, mics, speakers and cords. All cords must be taped down and covered in walk ways with permittable mats to avoid tripping hazards.**
- ❑ **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.**

- ❑ Please do not go through the buffet line. If a meal has been purchased for you by the bride and groom, the caterer will provide a meal for you. You may be seated in the dining room at the time the venue manager serves you.
- ❑ If you will be bringing an assistant please let us know. This is an extra vendor meal.
- ❑ If you will be staying for the wedding, please dress appropriately. No jeans please. Please dress in professional attire.
- ❑ Please leave all working areas clean when you have finished your set-up/teardown. Please no exposed cords, boxes or messy looking boxes. All cords and tables must be covered from top of the table to bottom of legs with linen.
- ❑ Dj's are not allowed to sit behind their DJ station while performing a service and can not eat behind their DJ station. Dinner service for vendors will be in the dining room only.
- ❑ All DJ's and musicians must provide their own shade, equipment, proper extension cords, speakers and dance floor or stage lighting. The venue expects the DJ/Emcee or band to make *all* announcements. Staff and coordinators are not responsible for making announcements and the timing should be communicated with the event coordinator or banquet captain. Tables will be released by the banquet captain only and not announced by the DJ.
- ❑ No items will be attached to the ceilings or walls.
- ❑ Only flameless candles are permitted. We do not allow sparklers.
- ❑ Please leave all working areas clean when you have finished your set-up/tear down. For your convenience there is a large trash bin located outside of the back kitchen entrance.
- ❑ We will be happy to give you a site visit prior to the event . This is highly recommended for catering.
- ❑ Please secure payment with the client before the event. The Hilltop Tavern and Inn does not except or coordinate 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 receipt of this letter upon receipt. Sign date and return to the coordinator in charge of your event.

Vendor name: _____ Business Name: _____

Signature _____ Date _____

Date and name of said event: _____

Please feel free to call us with any question or concerns.

We are looking forward to working with you and making each event at The Hilltop Tavern and Inn a great success!

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