



Vendor Policies

In an effort to ensure a more pleasurable environment for our guest and to preserve the beauty of the estate, the procedures listed below are hereby in effect when securing vendors. By defining these expectations and procedures we hope to produce a quality event. Please review the following expectations we have of your vendors and make them aware of these conditions at Graylyn Estate. After reviewing these policies, please sign at the bottom and return a copy to your Special Event Coordinator.

1. Driving, parking or unloading on any landscaped area including but not limited to grass, mulch, etc., without permission from the WFU Manager of Landscaping Services is prohibited. Manor House deliveries may be made from the front of the house or the rear. Vendors may choose which is most convenient for their particular needs.
2. Vendors are expected to make delivery and parking arrangements at least 72 hours in advance with your Special Event Coordinator. Load in/out assistance is available if scheduled 72 hours in advance of the event. Arrangements may be made and paid for by either the vendor or the client.
3. When unloading street-side vendors should pull as close to the edge of the lawn as possible keeping all wheels on the pavement and for safety reasons use the emergency flashers. It is imperative that while unloading, neither a vehicle nor supplies block the front drive or entrance of Graylyn.
4. Vendors must work quietly as conferences, dining, or overnight guest may be affected.
5. Stakes may not be driven into the ground in any irrigated area or without permission from the WFU Manager of Landscaping Services. Irrigated areas currently include The White Garden, The Rear Terrace, The Mews, The Rose Garden and areas directly surrounding the Manor House. However, as irrigated areas are subject to change it is best to consult with your Special Events Coordinator before driving any stakes.
6. Pruning, tying, removing, breaking, walking upon, laying equipment upon or otherwise damaging or altering landscape ornamentals to include trees, shrubs, flowers, vines and groundcovers is prohibited.
7. Drilling or otherwise anchoring into buildings, walls, patios, walkways, drives, doors, etc. is prohibited.
8. Care should be taken when locating portable generators and similar equipment that exhaust does not blow directly onto plant material.
9. Your Florist and Baker should make every effort to remove all materials placed by them as soon as possible after the event in which they were used. **Graylyn assumes no responsibility for lost, stolen, or damaged materials left on the premises.**

10. Under no circumstances should a vendor remove any barricades, ropes, post, chains, or similar stakes in order to enter an area. Only authorized Graylyn personnel should remove these barriers.
11. Vendors are required to dress and conduct themselves professionally at all times while on the premises.
Consumption of alcoholic beverages is strictly prohibited.
12. A 2-hour set-up time just prior to the event is allocated; please discuss timing with your vendors so they may plan appropriately. Any exceptions must be arranged directly with your Special Events Coordinator in advance.
13. Questions or concerns arising during the setup time should be directed to your coordinator or the Manager on Duty.

I accept these policies and agree to abide by the above outlined procedures.

Name of Wedding Client: _____ Wedding Date: _____

Signature and Title*: _____ Date Signed: _____

***Client will be financially responsible for damages occurring due to negligence associated with client secured vendors.**