

THE ORCHARD
AT CANEY CREEK

Vendor Information Form

We are looking forward to meeting and working with you!
Below you will find information on setup and rules at The Orchard at Caney Creek.

Please complete the form, sign and date it and return to OCC.
Vendor Form must be on file at OCC prior to access to the property.
Please contact us if you have any questions at (281) 944-3331 or
haley@theorchardatcaneycreek.com.

General:

_____ Offloading - You are welcome to unload your vehicle on the asphalt section of our parking lot ONLY. Please do not drive on the grass, patio, pavers, or other areas.

_____ Parking - You will need to move your car into the designated parking area section of the orchard for parking prior to the ceremony start.

_____ Golf Cart - OCC does not provide golf carts or other transport for vendor/client use.

_____ Storing Equipment - We are not responsible for providing a space to store any personal items or equipment.

_____ Set Up - OCC has final say in where vendors set up their equipment. Please refer to the OCC Coordinator or OCC Venue Liaison for questions.

_____ Ceremony Start Time - All roads on the property must be clear and are not to be driven on for the duration of the ceremony (at OCC, this is the ceremony aisle).

_____ Smoking/Vaping - Smoking and vaping are only permitted in outside areas. Please dispose of all cigarette butts and related trash appropriately.

_____ Dinner - When dinner is served, please feel free to make your way through the buffet line. Plates and flatware will be there for you. However, our only request is that you wait for the bride, groom, immediate family, and wedding party to be served first. NOTE: There are cocktail tables and couch/lounge area outside for vendor meals - unless client has designated a table inside for vendors to use. Please bring any dirty dishes to the kitchen area after eating.

_____ Clean Up of Meals - After you are done with your meal, please gather all trash/uneaten food and place it in the trash bag provided by the venue if eating in The Lodge. If you are eating inside the reception space or on the deck, OCC staff will bus these items.

_____ Insurance - We require a copy of your business insurance to be on file with OCC. If you do not have insurance, we will require that you provide us with a credit card to have on file. We will not run any charges on your card from damages to the property without informing you.

_____ Alcohol Consumption - Vendors are not allowed to consume alcohol on premises.

_____ Clean Up - 30 minutes is allotted for vendor clean up at the end of the night. Staying in excess of this will result in additional charges.

Floral:

_____ Clean up - If floral arrangements are being installed on the front door of The Creekview Room, chandeliers, or altar, they must be removed by the florist or designated person, at the end of the reception. OCC personnel will not be responsible for removal.

_____ Work Tables, Water, Clean Up - Please let OCC know ahead of time if you require a table, water or broom, etc. for clean up. OCC is not responsible for cleaning up after vendors.

_____ Hanging Items - Command Strips are the only adhesive that are allowed to be used to hang items/floral. Damage caused by other adhesives will incur charges to the vendor.

_____ Moving Floral - If the client wants floral repurposed, and coordination is not taken with OCC, the florist or other designated person is responsible for moving the items.

_____ Picking Up - If the couple has rented decorations and returning at the end of the reception is not applicable, picking up the items the following day or at another time is allowed ONLY if there is not a wedding on the following day and must be approved in writing.

_____ Ladder - The Orchard at Caney Creek is not responsible for providing a ladder. Please bring your own ladder if needed.

_____ LED Candles - Only LED candles are allowed, no real flames are permitted.

Photographer/Videographer:

_____ Moving Furniture - If you move furniture inside the houses, please carefully do so and move it back to where it started. Failure to reset rooms will incur additional charges.

_____ Arrival - We request that photographers arrive at least 15 minutes prior to the contracted client start time to allow for set up.

Cake:

_____ Saving Items - We do not save anything that was used to construct cakes or desserts - rods, straws, cake boards, etc.

_____ Cake pedestals or other display materials must be removed at the end of the evening and will not be stored.

_____ Arrival - All cakes and desserts need to be dropped off at least 1 hour prior to the ceremony start time.

_____ Refrigeration - OCC cannot guarantee refrigeration or storage space for cakes or desserts. Any refrigeration or special storage requirements must be discussed with OCC in advance.

_____ Setup - Cake/dessert vendors are responsible for ensuring cakes and displays are completely assembled and ready for service prior to leaving the property.

DJ:

_____ Orchard Ceremonies - When "In the Orchard" ceremony site - the nearest power source is ~20 feet away. Please provide your own extension cord if needed. The Orchard at Caney Creek is happy to set out a cocktail table and chair at the ceremony site to assist with setup.

_____ Wedding Tree Ceremonies - When using the "Wedding Tree" ceremony site - the nearest power source is ~20 feet away (power pole with an outlet). Please provide your own extension cord if needed. The Orchard at Caney Creek is happy to set out a cocktail table and chair at the ceremony site to assist with setup.

_____ Loose Cords - All cords inside the reception area and outside on the deck must be taped down with black tape. DJs must provide their own tape and must REMOVE and dispose of it at the end of the event.

_____ Speakers - The Orchard at Caney Creek is designed for indoor/outdoor receptions. Please provide one speaker for inside The Creekview Room and one for outside on the deck.

_____ Arrival - DJs must arrive at least 2 hours prior to ceremony start time to allow for setup.

_____ Volume - OCC reserves the right to request reasonable adjustments to sound levels at any time. DJs must comply with volume requests made by the OCC Coordinator or Venue Liaison.

_____ Last Song/Bar Closing - The last group song must be played 15 minutes prior to the end of the night. We do not announce a last call for alcohol.

_____ Removal - Vendor is responsible for moving all equipment in and out of the venue and ceremony spaces.

_____ After Party - If the couple is renting The Lodge for the night of the wedding, DJs are not allowed to transfer over for the After Party.

Band:

_____ Contract - Please provide The Orchard at Caney Creek with a copy of your signed contract with the couple prior to the wedding day.

_____ Meals - Please confirm meal needs and the number of band members requiring vendor meals with the couple prior to the wedding day. Vendor meals should be coordinated in advance.

_____ Clean Up of Meals - After you are done with your meal, please gather all trash/uneaten food and place it in the trash bag provided by the venue if eating in The Lodge. If you are eating inside the reception space or on the deck, OCC staff will bus these items.

_____ Power Usage - We require all bands to use our separate dedicated circuit inside and/or outside.

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_____ Loose Cords - All cords inside the reception area and outside on the deck must be taped down with black tape. Bands must provide their own tape and must REMOVE and dispose of it at the end of the event.

_____ Speakers - The Orchard at Caney Creek is designed for indoor/outdoor receptions. Please provide one speaker for inside The Creekview Room and one for outside on the deck.

_____ Arrival - Bands must arrive at least 2 hours prior to ceremony start time to allow for setup.

_____ Volume - OCC reserves the right to request reasonable adjustments to sound levels at any time. DJs must comply with volume requests made by the OCC Coordinator or Venue Liaison.

_____ Last Song/Bar Closing - The last group song must be played 15 minutes prior to the end of the night. We do not announce a last call for alcohol.

_____ Removal - Vendor is responsible for moving all equipment in and out of the venue and ceremony spaces within one hour of the reception end time.

_____ After Party - If the couple is renting The Lodge for the night of the wedding, bands are not allowed to transfer over for the After Party.

Vinyl Floors:

_____ Contract - Please provide The Orchard at Caney Creek with a copy of your signed contract with the couple prior to the wedding day.

_____ Insurance - Vendor must provide a current Certificate of Insurance prior to installation. Installation will not be permitted without the required insurance on file.

_____ Adhesives - Only adhesives and products appropriate for temporary installation over luxury vinyl flooring may be used. Permanent adhesives or products that may leave residue or damage the venue's flooring are prohibited.

_____ Installation & Removal - Vendor is responsible for proper installation and removal of the vinyl unless other arrangements have been approved in advance by The Orchard at Caney Creek.

_____ Client Removal - If arrangements are made for the couple/client to remove the vinyl rather than the vendor, the client assumes responsibility for the removal process. Any resulting damage to The Orchard at Caney Creek's flooring may be deducted from the client's security deposit.

_____ Damage - Vendor is responsible for any damage to the venue's flooring caused by the vinyl, adhesive, installation, or removal process. This includes, but is not limited to, scratches, discoloration, adhesive residue, lifting, tearing, or other damage requiring repair or replacement.

_____ Cleanup - All vinyl, adhesive, backing, tape, packaging, and other installation materials must be completely removed from the property following the event. The existing floor must be left clean and free of residue.

_____ Final Inspection - Before leaving the property following removal, please check in with The Orchard at Caney Creek Coordinator or Venue Liaison so the flooring can be inspected.

Officiant:

_____ Arrival - Officiants must arrive at least 45 minutes prior to the ceremony start time.

_____ Microphone - Upon arrival, please check in with the DJ to be mic'd and complete any necessary sound check prior to the ceremony.

_____ Coordinator Check-In - Please check in with The Orchard at Caney Creek Coordinator or Venue Liaison upon arrival for any last-minute ceremony details or instructions.

_____ Ceremony Details - Please confirm any special traditions, readings, or requirements with the couple prior to the wedding day, as these details are not gathered by the coordinator.

_____ Marriage License - If you are responsible for completing or signing the couple's marriage license, this must be completed prior to leaving the property. Before departing, please find Day-Of Coordinator or Venue Liaison to confirm that the marriage license has been completed and returned to the appropriate person.

Day of Coordinators and Wedding Planners:

_____ Start Time - Coordinators must arrive at least 4 hours prior to the ceremony start time.

_____ Day-Of Flow - OCC is not responsible for the day-of flow. This includes - but is not limited to - processional, ceremony, and reception. The coordinator will take on managing this.

_____ Logistics – Coordinators must provide OCC with a timeline/itinerary the week prior to the wedding. Coordinators are welcome to participate (listen) to venue 30-day out meetings with clients and will receive a copy of the client's Notes Document. Any changes to notes/details must be made in writing at least 2 weeks prior to the wedding and must be signed off by the bride and OCC.

_____ Vendors - OCC is not responsible for managing or paying vendors other than security.

_____ Corsages/Boutonnieres - OCC is not responsible for pinning/distributing corsages and boutonnieres.

_____ Removal of Personal Items from Houses - If the client is not renting The Lodge and/or The Orchard House for the night of the wedding, all personal belongings must be removed prior to ceremony. OCC and the coordinator will work together to facilitate this process.

_____ Set up / Teardown - OCC is not responsible for the setup and teardown of decor and personal items. OCC will only manage tables, reception chairs, linens, china, chargers, flatware, glassware, linen napkins, altar structure (if rented through OCC), and ceremony chairs.

_____ End Time - Coordinators must stay on site until clean up is completed and all other vendors are out. Coordinators must check-out with venue liaison before leaving the property and remove/manage any personal property left by the client.

_____ Venue Policies - Outside coordinators/planners are responsible for familiarizing themselves with OCC policies and ensuring that their team and the client's vendors follow venue rules. Venue policies may not be changed or overridden by an outside coordinator or planner.

_____ Emergency/Incident Communication - Any property damage, vendor issue, safety concern, or other significant incident must be immediately communicated to the OCC Venue Liaison.

Transportation:

_____ Bus Length - Buses larger than 33 feet long will not fit down the OCC driveway.

_____ Parking - All buses will need to move into the grass section of the Orchard for parking prior to the ceremony start.

_____ Ceremony Start Time - Buses will not be allowed down the road once the ceremony begins. If you have questions, please contact (281) 944-3331.

_____ Driver Contact - OCC recommends that the coordinator have the driver's direct cell phone number available on the wedding day in case transportation needs to be contacted regarding arrival, departure, or property access.

H&MU:

_____ Arrival - H&MU vendors cannot arrive earlier than the agreed upon time to set up. The house may still be occupied from the night before. Do not enter houses before contacting an OCC representative on site.

_____ Tables - If you need a folding table, please let OCC know 1 week prior to the wedding.

_____ Hair & Make Up vendors must bring their own face cloths, wipes, etc. and must cover wooden floors and furniture with drop cloths prior to any application of hair spray, spray makeup or other aerosol. Damage to floors from hairspray will incur additional charges to vendor. Damaged towels or linens will incur additional charges.

Thank you so much!

Company Name _____

Name and Contact Cell Number of Representative who will be on-site:

Vendor Signature: _____

Vendor Contact Cell (if different from Representative Contact Cell): _____