

Date of Signed Agreement: \_\_\_\_\_



## TWE PET CARE AGREEMENT FORM- 2024

To ensure quality events & satisfied clients, any rental company coming into our venue must be approved in advance. If you are a new vendor, please complete this agreement BEFORE signing a contract/quoting a potential client. This agreement is valid during the current calendar year and can be terminated at any time. If you are already on our approved list, we require this form to be filled out each calendar year. This agreement is not a contract of exclusivity; this just grants you privileges at our venue & you will be added to our approved vendor list. The Completed Agreement Forms, Certificates of Insurance and/or Applicable Licenses should be emailed in PDF format to: [officers@thewesteventspace.com](mailto:officers@thewesteventspace.com) and [manager@thewesteventspace.com](mailto:manager@thewesteventspace.com) . This form needs to be resubmitted each calendar year.

NOTE: Clients who hire vendors who fail to comply with this Agreement will be fined \$250 per vendor.

Company DBA Name	Company Legal Name
Address	Office Phone Number
Website	Company Hashtag
Facebook @	Instagram @
Company Representative	Job Title
Phone	Email
Billing Contact	Billing Email

### Approval

1. We require our clients to seek rentals off our approved list only. These vendors work in our venue consistently and don't need to ask for approval regularly. Invitation to be a part of this list is given when our team determines that a rental company has gone above and beyond to provide exceptional customer service and has demonstrated their ability to work well with our venue management team. TWE takes great pride in ensuring the quality of events that are hosted in our venue. We count on our supporting vendors to provide exceptional service to our clients, their guests and our staff. We do

**Initial:** \_\_\_\_\_

require the approval in advance of any vendor, whether paid or unpaid who will be conducting a service or providing goods in our venue.

2. TWE reserves the right to deny or exclude any Vendor from working in our venue for any reason. Vendors who have been denied may not book clients in our space and are required to refund deposits for all currently booked clients. Vendor agrees to work with clients on deposit refunds should the vendor be removed from the vendor list for breaking any of the terms or conditions lined out in this agreement. TWE can determine at any time to remove a vendor from the list if we have multiple client or staff complaints. We provide the approved list to clients at the time of their site visit with our staff as well as when they book.
3. Vendors who have been approved must maintain a current COI on file with The West Events & 13435 Gulf Boulevard LLC additionally insured. Failure to keep a current COI will result in removal from our approved vendor list.

## Load-In & Load-Out, Parking

1. All workers must know where to park and enter the property. Please let all workers know the venue rules and regulations prior to their arrival. There's nothing worse than vendors showing up and circling the building or not knowing where to go due to lack of information prior to arrival.
2. Vendors may actively unload at the back door of the venue, next to the large logo in one of the loading zones. Do not take up more than 1 loading zone at a time. As soon as vendors are unloaded, please immediately move vehicles to the designated vendor parking areas (see parking map). Please plan accordingly and utilize a paid parking lot that is adjacent to the venue. We do not have enough parking for vendors as the main TWE parking lot needs to be for guests only. Under no circumstance should a vendor park in the main TWE parking lot.
3. Vehicles parked in unauthorized spots will be ticketed or towed.
4. Doors may be propped open during load in, while any damage to doors, hinges, or walls will be the responsibility of the vendor.
5. All load-in should be completed at least 60 minutes before the event is scheduled to begin.
6. All vendors are required to check out with the TWE venue manager before they leave.
7. All vendors will park at their own risk.
8. Vendors must keep to the event time as any overage will be billed to the client. Example: If a vendor will need 2 hours to break down an event, the client may need to add on additional time in order for the rental company to finish strike within the time constraints.

## Staff Behavior

1. Vendor's staff members should be dressed appropriately for the event.

2. No alcoholic beverages or illegal drugs may be brought or consumed on-site by vendors (no exceptions).
3. Smoking is not permitted inside the venue nor on the grounds. Please do not allow your staff to stand outside the prep kitchen and smoke. They must walk down towards the parking lot if they need a smoke break.
4. We ask vendors to refrain from drinking alcohol or doing any drugs (including vaping) while working or on site during setup or break down while guests are still present.

## Safety

In order to maintain a safe facility free from injury or harm, we ask for vendor's cooperation with the following:

1. If a vendor causes or sees a spill or if the dog has an accident, no matter who caused it or what it is, please clean it up, and notify a TWE staff member.
2. Please report any safety hazards to a TWE Event Manager as soon as possible.
3. Pet will be on leash and in control of the Pet Care team member for the duration of the event.
4. If a pet is showing aggression signs, the pet care company will make a determination if the pet is able to stay on property and is responsible for the outcome of that decision.

## Damage

Vendor agrees to pay for any and all damage to the venue or venue property which may have been caused by their staff, or pets in their control, not limited to walls, doors, etc. All damages should be paid within ten (10) business days to avoid the charges being taken out of your Client's security/damage deposit. Failure to pay stated damages will result in removal from the approved list.

## Insurance & Indemnification

1. The Vendor must provide a Commercial General Liability Certificate of Insurance naming 13435 Gulf Blvd., LLC, and The West Events, LLC, as additional insureds.
  - Minimum limits are \$1,000,000 per occurrence and \$2,000,000 aggregate.
  - Certificates should be addressed as shown below:  
(\*DO NOT mail certificates to this address- please email.)

13435 Gulf Blvd, LLC and The West Events, LLC  
13435 Gulf Boulevard  
Madeira Beach, FL 33708

- Your COI can be emailed to [officers@thewesteventspace.com](mailto:officers@thewesteventspace.com). Failure to submit a valid COI will result in removal from the approved vendor list.

3. Vendor agrees to indemnify, defend and hold The West Events, its parent company, employees and guests free and harmless from and against any and all claims, demands, proceedings, suits, judgments, costs, penalties, fines, damages, losses and attorneys' fees asserted by any person or persons, including agents of employees of the Vendor or venue by reason of death or injury to persons, or loss or damage to property, resulting from or arising out of, the violation of any law or regulation or in any manner attributable to any act of commission, omission, negligence or fault of Vendor, its agents or employees, or the joint negligence of Vendor and any other entity as a consequence of its execution or performance of the agreement or sustained in or upon the premises. This indemnification shall survive the term of this agreement as long as any liability could be asserted.

Additional Attachments Required

- Insurance Certificate
  - If you haven't attached your insurance certificate when should we expect to receive it?
  - Date: \_\_\_\_\_

Social Media Use

- May we use photos of you or from you in social media and advertising? Credits are given.
  - Yes
  - No

Agreement

- I agree to adhere to the policies outlined in this agreement.
- I will share relevant policies with my staff so that they are informed.
- This agreement expires at the end of this calendar year.

Vendor Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor: Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TWE Signature: \_\_\_\_\_

Date: \_\_\_\_\_