

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



## TWE FLORIST AGREEMENT FORM- 2024

To ensure quality events & satisfied clients, any florist coming into our venue must be approved in advance. If you are a new florist, please complete this agreement BEFORE signing a contract/quoting a potential client. This agreement is for the current calendar year. If you are already on our approved list, we require this form to be filled out at the beginning of each 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.

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. Florist who would like to book a Client's event must submit this Planner Agreement Form BEFORE quoting or securing a contract with the Client. TWE will approve or deny the request within 10 business days of a completed application.
2. TWE reserves the right to deny or exclude any florist from working in our venue for any reason. Vendors who have been denied may not book future clients in our space. Vendor will work with all future clients in regards to deposits should they be denied access to the venue for breaking any of the terms or conditions lined out in this agreement. TWE can determine at any time to remove a florist

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

from the list if we have multiple client or staff complaints about service or professionalism. We provide the approved vendor list to clients at the time of their site visit. Please ensure you have an updated approved list when working with your client.

3. Florists 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.

## Approved Vendor List

We require our clients to seek planning, catering, bar & entertainment services 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 vendor 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 require the approval in advance of any vendor, whether paid or unpaid who will be conducting a service or providing goods in our venue.

## Florist Rules & Responsibility

1. The planner must provide a detailed timeline and floorplan no later than 10 days before the event date to TWE @ [manager@thewesteventspace.com](mailto:manager@thewesteventspace.com).
2. Room Flip: Please make sure to bring the necessary assistance to flip the room in a timely manner should florist be in charge of any table or venue decor. TWE staff handles the initial room setup of tables and/or chairs. If a room needs to be flipped, the event planner will be responsible for tables/chairs and any decor setup. The event manager and/or TWE staff will not be available to help with the room flip, so make sure you have staff on site ready to help. Please review the planners timeline to ensure you have allocated enough time for the flip and to set table decor. Any additional time or overage will result in additional charges to the client at a rate of \$300 per ½ hour.
3. Any floral petals that are used for ceremony or along the aisle must be cleaned up by the florist or the day of planner. Please ensure if there will be any loose floral, this has been discussed ahead of time as to who will be in charge if this clean up post ceremony. Often the rooms in our venue are flipped and in order to do so, the ceremony florals would need to be cleaned up in a timely manner. This rule also applies to pampas grass that is used during the ceremony.
4. If the florist is filling vases or vessels at the venue, they are in charge of any clean up or water spilling. If this is not cleaned up the vendor/florist assumes the liability should a guest slip and fall or if there are any accidents due to this negligence.
5. TWE is not able to accept any deliveries or hold any items before or after the event. Planner is responsible for taking any items left behind for their client to secure including floral vases/vessels. If

items are left after the venue has closed, we cannot guarantee when the venue will be open to pick them up or if they will still be at the venue.

6. All hanging or suspended decorations, decor, and lighting must be approved in advance by TWE.
  7. No confetti, glitter, birdseed, rice, synthetic feathers are allowed in or around the venue. This includes biodegradable confetti.
  8. Nothing may be affixed to the venue walls, floors, windows or furniture without permission from TWE. This includes tacks, nails, command strips, tape, etc.
  9. Certain building features cannot be moved, altered, or covered by the Client, including our fire extinguishers, fire alarms, city permits, thermostats, etc.
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1. Only battery-powered candles may be used on the floors to prevent any harm to guests or the venue. If a client would like an open flame on the floor, please ensure the candle is fully enclosed.
  2. All candles must be contained in a protective holder with at least a 1" lip. Taper candles need to be in a hurricane container fully encased. If wax is found on the floors, tables or chairs post event, an additional cleaning fee may be taken from the client's deposit.

## 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. All 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. Ex: If your company has 2-3 different workers coming in separate cars, they will need to be prepared to park in paid lots. 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. It is important for the planner to be the 'go to person' for all things in regards to the vendor team, as to not confuse the roles. Planner must ensure that each vendor has cleaned their work space, and returned the venue to its original condition. Please check in with the planner prior to leaving the venue after any drop offs.

6. All vendors will park at their own risk.

## Client Meetings

1. Appointments can be arranged Tuesday-Friday for site visits by appointment only. Please email [manager@thewesteventspace.com](mailto:manager@thewesteventspace.com) to set an appointment.
2. With respect to TWE's event schedule and client contracts, the florist agrees to refrain from bringing clients by without an appointment, or allowing uninvited guests to enter the venue for any kind of meeting or walk through during an event. Client meetings are allowed by appointment only.
3. Vendors should NOT schedule appointments or tours with other clients to take place while setting up or working at another client's event. We do not allow outside guests in the building during someone else's event time, please do not invite anyone to "see your set-up" or view your services.

## Garbage

1. All floral boxes that come into the venue must be packed and taken away. No cardboard boxes in our venue dumpsters. If this rule is not followed, we may ask for vendors to come back the next day and pick up any boxes that have been left or put in our dumpster.
2. DO NOT leave trash bags next to or beside the dumpster.

## Staff Behavior

1. Vendor's staff members should be dressed appropriately for the event. Venue strongly advises that all vendors wear name tags with appropriate business name.
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 main door, prep kitchen or anywhere on property and smoke. They must walk down towards the parking lot if they need a smoke break.
4. The Vendor and any support staff should maintain a professional demeanor and avoid verbally or physically abusing or harassing TWE staff, venue guests, or other vendors. Using profane or sexual language directed towards any of our staff members, guests, or other vendors will result in removal from the vendor list and may be asked to refund future clients should vendor not be allowed back to the venue.

## Safety

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

1. If a vendor causes or sees a spill, no matter who caused it or what it is, please clean it up, and notify a TWE staff member.
2. Vendors should clean up their own messes immediately after they are done with their project or when the spill occurs.
3. TWE does not provide ladders. If you need to reach something high, please bring your own ladder.
4. Any extension cords or wires MUST be secured with gaffing tape, NOT DUCT TAPE!! Loose cords are a safety hazard and will not be allowed.

## Damage & Loss

1. Florist agrees to pay for any and all damage to the venue or venue property which may have been caused by their staff, 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.
2. Planners may not hang or affix anything to the brick, doors, walls, ceilings, floor or furniture without permission including tape, hooks, command strips, etc.
3. The West Events cannot be held responsible for any theft or loss of any planing decor while on-site or in our parking areas. No equipment left on site post event.

## 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.
  - For Caterers, Bands, DJs, Florists, and Rental Companies, the minimum limits are \$1,000,000 per occurrence and \$2,000,000 aggregate.
  - For Photographers and Event Planners, the minimum limits are \$500,000 per occurrence and \$1,000,000 aggregate.
  - Certificates should be addressed as shown below:  
(\*DO NOT mail certificates to this address.)  
  
13435 Gulf Blvd, LLC and The West Events, LLC  
13435 Gulf Boulevard  
Madeira Beach, FL 33708
  - All insurance certificates must be turned in at least 30 days prior to the event date.
  - 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.

2. 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 on \_\_\_\_\_ (1 year)

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

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

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

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

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

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

Completed Agreement Forms, Certificates of Insurance and/or Applicable Licenses should be emailed in PDF format to: [manager@thewesteventspace.com](mailto:manager@thewesteventspace.com). This form needs to be resubmitted each calendar year.