

The West Events Vendor Approval Process



The West Events Space requires that any vendor entering our space be approved by our staff. We do this to ensure that you are working with reputable vendors who will not only do a great job for you, but also treat our venue well and follow our policies. Although there are certainly hundreds of event vendors to choose from, we do highly recommend choosing vendors that are already on our approved vendors list. If you are sourcing a vendor that is already ON our list, the hard work is already done and the vendor has already filled out the TWE Vendor Agreement form. If you do decide to use a vendor NOT on the list please note:

- Vendor must sign our Vendor Agreement form and send us a Certificate of Insurance listing us as an additional insured.
- Clients must get approval from a TWE venue manager before booking any vendor not already on our approved vendor list. Client must gain approval prior to sourcing quotes or paying for any deposits.
- We are not responsible for lost deposits in the event we are not able to allow a vendor to work in our space.
- We need to approve all vendors before the Client has made any payments in the event we have had a bad experience with the vendor in the past. It's unfortunate that this happens, but we are looking out for the best interests of our clients!

How to get approved for vendors not on the TWE Approved List::

1. **Vendor Agreement & Fee:** If your vendor is not currently approved by us, we will need to send them a Vendor Agreement to fill out and submit to us. There is a \$250 fee for sourcing any vendor that is not currently on our approved list. This fee is paid directly to TWE and is added to your final invoice.
2. **Insurance:** In addition to the Vendor Agreement, we will need a Certificate of Additional Insured (COI) on file.
 - If the event is far enough in the future that their current policy will have expired, they can submit a copy of their Insurance Certificate as proof of coverage.
 - COI's can be emailed to manager@thewesteventspace.com.
3. **Catering License:** If the vendor is providing food, they also need to submit a copy of their catering license. Note: All catering must come off our approved vendor list. Note: Should TWE allow outside catering in a special situation, all paperwork must be filled out and submitted before seeking quotes and paying deposits.
4. **Liquor Liability Insurance:** If the vendor is serving alcohol, they will need to submit a copy of their Liquor Liability Insurance. Note: TWE uses CB Lundy's as the exclusive bartending service. If TWE has approved an outside service in advance, please note all paperwork must be submitted before the vendor is approved or any quotes are sourced.
5. **Media Release:** If the vendor is a photo/videographer, they will need to submit a copy of their client's media release.

In the space below, please provide the vendor category (DJ, caterer, officiant, etc.), the names and contact phone numbers of your designated vendors, and check off any required documents that you've submitted for approval for your event. Thank you!

NOTE: This form is due to your TWE venue manager thirty (30) days prior to your event.

Vendor Category	Vendor	Phone Number <small>(we only need this if vendor is not already on approved list)</small>	Email <small>(we only need this if vendor is not already on approved list)</small>	Approved ✓
Catering				
Bar				
Planning				
Dessert/Cake				
Entertainment				
Photography				
Videography				
Photobooth				
Rentals				
Florals				
Officiant				

Client Name Print: _____

Event Date: _____

Client Signature: _____

Signature Date: _____