



TWE PLANNING AGREEMENT FORM- 2024

To ensure quality events & satisfied clients, any planner coming into our venue must be approved in advance. If you are a new planner, please complete this agreement BEFORE signing a contract/quoting a potential client. This agreement is valid for one year from the signed date. 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.

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. Planners 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 planner from working in our venue for any reason. Planners who have been denied may not book future clients in our space. Planner 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 planner 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

Initial: _____

approved list when working with your client.

3. Planners 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 planner 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. If your client wishes to use a vendor that is not on the approved vendor list, advanced approval from TWE must be secured along with a \$250 fee.

Vendors

Let's all be team players!! Please make every effort to recommend only the vendors on our approved list. The worst is when planners recommend vendors that are not on our list, which makes us all look bad when we have to ask the client to pay an additional \$250 per vendor or even worse, we deny their request. We understand that all planners have a list of vendors they love to use, so if there is someone that has not made our list, please let us know and we will take the necessary steps to vet them onto the approved list. We do make exceptions, so please let us know if a client already has a vendor booked prior to seeing the venue or has their mind set on something. If the client is already booked with us, you are receiving their business as a direct referral from us, so please do everything in your power to help us by only using approved vendors. In order to ensure quality events & satisfied clients, any vendor coming into our venue must be approved in advance unless they are already on our approved list.

Vendor, Guests and Wedding Party Arrival Time:

The wedding party and guests arrival should be scheduled after the vendor setup time. Please help us ensure the vendors have enough time to properly set up the venue prior to anyone entering the building. Guests and vendors should NOT be arriving before the contracted time and the planner holds the timeline. Please emphasize this in your email to all vendors and let the client know these rules and the contracted time.

Example: If the vendors are setting up from 3-5pm with a ceremony time at 6pm, make sure your timeline outlines that no one shall enter the building until 5pm. The couple and wedding party will have one hour prior to the ceremony time to take photos and get ready. We will not allow entrance into the venue while vendors are still setting up (this goes for grandma too). Please make us all look good and reinforce this to your client and to the wedding party and stick to the timeline. If the couple/client needs additional time for setup, photos, or event time, please let us know and we can add that time to their contract.

Planner Rules & Responsibility

1. Planner is in charge of overseeing all vendors the day of the event to ensure the flow of the evening runs smoothly.
2. Planner will make sure everyone adheres to the timeline, handles vendor issues and executes clients vision of the event.
3. For continuity of service, TWE does not allow planners to contract out 'day of services'. Without prior approval and client's knowledge, the planner who initially books the client must be on site the day of the event.
4. The planner must provide a detailed timeline and floorplan no later than 10 days before the event date to TWE @ manager@thewesteventspace.com .
5. Room Flip: Please make sure to bring the necessary assistance to flip the room in a timely manner. 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. Planners are responsible for the flip and will need adequate assistance to perform the task in a timely manner. The TWE Planners need to ask clients prior to booking if a 'flip' will be needed in the venue. If a flip is necessary, the planner should have adequate assistance to perform this task (and charge accordingly). This fee should be discussed upfront with the client, again, as additional assistance will be needed. Caterers are responsible for food service, bussing, water and coffee service, and clearing during the event in a timely manner. 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 your timeline to ensure you have allocated enough time for the flip. Any additional time or overage will result in additional charges to the client at a rate of \$250 per ½ hour.
6. TWE will handle the initial room setup, while any same day changes can be made by the planner.
7. Planner must be on site for the duration of the rental from load-in to load-out. Rehearsals may be scheduled with a confirmed time within 30 days of the event date. An additional \$150 fee is charged to the client for all rehearsals. Time frame is 1 ½-2 hour time block, additional time may be secured at a negotiated rate.
8. Contracted vendors are responsible for the set up, maintenance and clearing of all items that they provide. In the event that a contracted vendor will not be present for clean up/flip or breakdown, the planner understands that this must be completed by the planners team to ensure a clean, safe working environment and exceptional experience for the couple. Ex. If a client would like fresh florals along their ceremony aisle and the florist is not present, it is the responsibility of the planning staff to clean up post ceremony.

Decor

1. Planner should bring their own dollies and carts. We do not have a place to store dollies or large equipment during an event, so please put any unnecessary items back in your vehicle after you have loaded them in.
2. 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. If items are left after the venue has closed, we cannot guarantee when the venue will be open to pick them up. TWE reserves the right to charge an additional storage fee if items are left behind that our staff has to remove in order to set up for the next event.
3. All hanging or suspended decorations, decor, and lighting must be approved in advance by TWE.
4. No confetti, glitter, birdseed, rice, synthetic feathers are allowed in or around the venue. This includes biodegradable confetti.
5. Nothing may be affixed to the venue walls, floors, windows or furniture without permission from TWE.
6. Certain building features cannot be moved, altered, or covered by the Client, including our fire extinguishers, fire alarms, city permits, thermostats, etc.
7. Absolutely no fireworks or pyrotechnics are allowed in or around the venue. Sparklers may be used in the back alley of the venue and are prohibited inside as well as the courtyard. Cold sparklers are allowed with licensed and approved vendor.
8. Due to endless complaints and the police being called out to the venue, we have enforced a few rules in order to remain friends with our adjacent neighbors in the community. We highly encourage our clients to do their exit in the courtyard with either cold sparklers (with licensed and approved vendor), bubbles, neon light sticks, or anything that is pre-approved with our venue manager (no glitter/confetti, bird seed or regular sparklers). If the exit is held in the courtyard, the only time constraint is that of the venue contract time and client may schedule the exit at the end of the event (past 10pm). If your couple/client requests a sparkler exit, this needs to be completed no later than 9:50pm (before 10pm) in the back alley. Sparklers should never be used in the courtyard and a fine will be charged to the client should this rule be broken. Please ensure there is a bucket of water for the metal sticks post exit and dispose of them in the dumpster. Please walk the back alley before departing to ensure all remaining sparkler sticks have been thrown away.
9. 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.
10. 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.

Parking:

Please add venue parking instructions in your vendor emails. Vendors should NOT be parking in the main venue parking lot as this is reserved for guests attending the event. We encourage vendors to

park along the back of the fence on the other side of the main parking lot on 1st Street East. See parking map.

Beach Ceremony Rules:

If your planning company is solely handling the beach ceremony, please note the following:

1. A police escort is required/highly recommended for guest safety crossing the busy road. Please help your client secure this through the sheriff's office (this form is on our website).
2. Please ensure all guests head directly to the beach for the ceremony and do not enter the venue. Vendors will still be setting up and guest entrance will not be allowed. The wedding party/couple may be in the venue for their first look/photos, but not the rest of the guests. This needs to be spelled out in the clients invitation, so please relay this to your couple early on in the planning process.
3. Post ceremony, DO NOT let the guests head back to the venue until the designated cocktail hour time. This might require the guests to stay on the beach for 5-10-15 minutes depending on your timeline and how quick you finish the ceremony. The bar service will not open early, thus if guests arrive early to the venue, there will be no beverage service until the contracted time. Please make sure you stick to your timeline and keep the guests on the beach until the cocktail hour starts/beverage service begins. If the client would like to extend their bar service to earlier, this can be done ahead of time.

Bar

1. CB Lundy's is the exclusive bar service for The West Events. There are two exceptions to this:
 - a. Catering company refers a client to the venue. Caterer may then book the bar @ 15% fee.
 - b. Client already has catering and bar service secured with deposits paid and is changing venues.
2. No alcohol may be brought into the venue that is not dispensed by the contracted insured bartender (CB Lundy's) during the event time block, including during setup and open bar time.

Catering

1. All catering will be subject to a 15% catering fee.
2. Catering fee goes towards the use of the following: Prep kitchen space, which includes a 3 compartment sink, refrigeration, power & water, ice machine, slim jim trash cans, table use-guaranteed up to 3x 8ft catering tables and 5x 6ft tables, with prior arrangements made with the TWE venue manager, cleaning supplies post event.
3. BEO's need to be sent to TWE venue manager at least 14 days in advance (or whenever it is finalized). Please make sure the catering company emails all finalized BEO's to manager@thewesteventspace.com or mail to our office at The West Events, 13443 Gulf Boulevard, Madeira Beach, FL 33708.

4. Caterers must have one staff member on site until the conclusion of the event to facilitate linens off and clean up. Again, caterers must have one staff member on site until the conclusion of the event to facilitate linens off and clean up.
5. Catering food may not be dropped off and must provide full service, unless prior arrangement has been made with The West Event staff.
6. Prep kitchen needs to be swept and mopped prior to departure and the fridge needs to be emptied and cleaned (fee up to \$200 may be charged to all caterers that do clean their work space).
7. Wheeled Vendors: There is a \$100 fee for all vendors that wish to pull anything into our courtyard with wheels (not carts that can be hand rolled into the courtyard). The client is responsible for paying this fee to the venue. Please confirm that your client knows of this fee before booking with your business. If a wheeled vendor falls in the catering category, they will be subject to the 15% catering fee.

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. It is the discretion of the valet as to whether they are able to help vendors with parking. Their main priority is to park clients' guests' vehicles.
4. Vehicles parked in unauthorized spots will be ticketed or towed.
5. Doors may be propped open during load in, while any damage to doors, hinges, or walls will be the responsibility of the vendor.
6. 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. The planner must check out with the TWE Event Manager at the end of the night to ensure that the venue is cleaned, trash removed, etc. If the venue is not returned to satisfactory condition, and checked by the TWE event manager prior to the planner leaving, then the client may incur additional cleaning fees and may result in removal from preferred vendor list.
7. All vendors will park at their own risk.

Client Meetings

Initial: _____

1. Appointments can be arranged Tuesday-Friday for site visits by appointment only. Please email manager@thewesteventspace.com to set an appointment.
2. With respect to TWE's event schedule and client contracts, the planner 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. Planners 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. Catering is responsible for removing all catering trash off premises once the venue dumpster is full. Should we have multiple events on a weekend, TWE may reserve the right to require catering and bar service to pack out their trash and not use the on site dumpster. DO NOT leave trash bags next to or beside the dumpster.
2. Planner agrees to remove all decor boxes. The TWE dumpster is for bar/catering trash only. No floral or decor cardboard boxes allowed. Please make arrangements for these items to be removed off site.

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. Planner 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
 - 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. This form needs to be resubmitted each calendar year.