



ADDR 31106 Coast Hwy., Laguna Beach, CA 92651

TEL (949) 499-2271

WEB www.TheRanchAtLagunaBeach.com

VENDOR AGREEMENT

Please take the time to review carefully, sign and return a copy to us. In addition, we would be pleased to receive any of your policies or requirements that are applicable to our working together.

INSURANCE

Vendors must provide proof of insurance with the below listed general liability coverage prior to the commencement of work or services to The Ranch at Laguna Beach. The Ranch at Laguna Beach must be named as an additional insured.

Comprehensive General Liability/ Public Liability Insurance

Bodily Injury & Property Damage \$1,000,000 Each Occurrence
\$2,000,000 Aggregate Products
\$2,000,000 General Aggregate
\$1,000,000 Host Liquor Liability

Workers' Compensation – Required if you will be bringing any of your own paid staff on site

Benefits Statutory – California
Employers Liability \$1,000,000 Each Accident
\$1,000,000 Each Employee – Disease
\$1,000,000 Policy Limit – Disease

Additional insured in favor of:

Laguna Beach Golf and Bungalow Village, LLC
31106 Coast Hwy
Laguna Beach, CA 92651

Please request your insurance agent to provide us with an Acord125 Certificate of Insurance:

- 1) Certificate of insurance for Comprehensive General Liability, including products/completed operations with Event name and date noted in comments section
- 2) Actual “Additional Insured” Endorsement must be attached to the certificate of insurance for CGL or copy of blanket additional insured policy form provided.

Special Event policies are available from a number of sources, including www.totaleventinsurance.com.

CLIENT / VENDOR ACCESS

Prior to contracting with the client, please ensure you have checked with your Catering / Conference Services Manager to ensure the set-up time you require is available, the designated load-in locations and are secured by the client. Vendor/client access typically begins two to three hours prior to the event. Again, please refer to the contract for your specific access time. All functions are to be completely set with sound checks completed 30 minutes prior to doors opening. You will be responsible to ensure the event space (including fairways) is clear of debris resulting from your setup. Vacuuming should be completed 30 minutes prior to the event start time, utilizing your own equipment. A photo ID is required for all persons working on property.

LOAD-IN/LOAD-OUT

All load in must occur via a designated location provided by your Catering / Conference Services Manager. It is never permitted to load-in or out via the Hotel Porte Cochere.

SUPPLIES, TRANSPORT & LABOR

Vendors are responsible for the transport and set-up of all items not supplied by The Ranch at Laguna Beach. Any items that The Ranch at Laguna Beach has agreed to place will be delivered 5 hours prior to the function. In the case of large equipment, vendors must supply their own moving equipment (i.e., dollies, carts, etc.) and staff. *The Ranch at Laguna Beach is not permitted to move equipment that is not ours.*

TEAR DOWN

Tear-Down is to begin immediately after the event conclusion. Tear down should be done timely, quiet and safe. The event space should be left in neat and orderly condition, free of debris or display refuse, no later than the contracted completion date and time. Based on time and labor, the group will incur additional charges for the removal of any materials by the Resort staff at the close of any event. There is a \$350 clean-up fee for any excessive flower petals left at a ceremony site. Client is fully responsible for any damaged incurred to hotel equipment from debris left in event spaces including the golf course fairways.

PARKING

After load in is complete, you may valet park through the Main Port Cochere complimentary. The height of the Main Port Cochere 10'. However, please note that no trucks are allowed through the Main Port Cochere. Metered parking is also available for non-commercial vehicles at the Wesley Street entrance for the posted rates between the hours of 8:00am to 7:00pm.

Trucks are not permitted anywhere on our property to park without approval of your Catering / Conference Services Manager. They will be cited and towed at the owners' expense if found on any side streets. The City of Laguna Beach is very strict about enforcing their policies regarding vendor trucks or buses parking on side streets, parking lots or unauthorized areas. It is your

responsibility to make sure you arrange appropriate parking for any trucks or buses you may have to park.

STORAGE

The Ranch at Laguna Beach does not provide any storage prior to or after an event. All equipment and elements for an event need to be delivered and picked-up on the event day.

DIAGRAMS

The Catering/Conference Services Manager will provide a diagram of specific placement of all elements at least a week in advance, if requested. If you should have specific needs or requirements, please contact your Catering/Conference Services Manager and/or Banquet Manager.

POWER REQUIREMENTS

Power Requirement Request Form needs to be completed and returned to your Catering/Conference Services Manager seven days prior to the event. These requirements will be billed directly to the vendor with a completed credit card authorization form for full payment, unless otherwise stipulated.

DRAPING / TAPING

All technical equipment in the event room that is visible to guests must be properly draped, with cables and tucked away. Gaffers tape must be used to tape down all cords, not duct tape. At no time can anything be taped or otherwise affixed to walls, ceilings, baseboards, door frames or crown molding without the consent and direction of the Director of Engineering.

OUTDOOR EVENT HEIGHT RESTRICTIONS

Due to the preservation of views for our guests, all staging and props used in events must be approved prior to the event by the Catering/Conference Services Manager.

PUBLIC BEACH AND PARK POLICIES

All beaches and parks are under the regulation of the City of Laguna Beach. The following are the city's policies and regulations for the use of the beaches or parks"

- No alcohol, alcoholic beverages, beer , distilled spirits or wine
- No open flames, BBQs or pits are allowed except in designated picnic stoves, braziers or fire pits provided for such purposed by the City
- No umbrellas larger than 6'
- No volleyball courts except at Main Beach

Private organized events such as beach Olympics, etc. can be organized on the beach or in the park so long as no physical structures are used and the area is still available to other users. Parks may be reserved through the city for athletic contests, events or activities in areas designated for such use.

For Permits and other information call 949-497-0706.

SIGNAGE AND DISPLAYS

No signs, banners or displays shall be erected or displayed in this area without the approval of the Catering/Conference Services Manager.

CURFEW/AMPLIFICATION

All outdoor events must conclude by 10:00 pm in accordance to the City of Laguna Beach City Noise Ordinance. Amplification for outside venues must be kept to 65 decibels.

HOTEL FURNISHINGS

Hotel furnishings/décor may not be moved or removed. Carpets, walls, doors, etc. are to be protected. Any damages will be your sole responsibility. No items shall be affixed to walls or ceilings without prior approval from the Director of Engineering.

There can be no steaming or ironing in Boardrooms, due to the ceiling heights and size of the rooms. Irons and steamers set off the fire alarm system and therefore, usage is prohibited. Should our guests have ironing or steaming need, please seek the assistance of our laundry department.

ATTIRE AND CONDUCT

All vendor staff will be neatly attired with identification badges and / or uniforms during set-up and the event. Shirts, shoes and appropriate attire are required during set-up. Any change of clothing will take place in the employee locker rooms, unless otherwise arranged. Only The Ranch at Laguna Beach employees are allowed in the banquet hallway during service periods.

As professionals, it is important to realize that your behavior is an integral part of our entire operation. Please conduct yourself in the manner in which The Ranch at Laguna Beach will build its reputation. Please demonstrate a positive attitude about our wonderful property and above all, treat our staff with the greatest of courtesy. We request all vendors follow any further instructions given by the Banquet Manager, Banquet Captain or Catering/Conference Services Manager.

RESTROOM USAGE

Vendor staff may change in the employee locker room, not in guest restrooms. Green Rooms may be pre-arranged and based on availability.

NOISE LEVEL FOR ENTERTAINMENT/PRODUCTION/LIGHTING:

The Hotel reserves the right to determine the final placement of all stages and direction of sound for all outside Entertainment and/or Production with amplified music or sound. Hotel must approve all outside lighting plans to include fixtures used 14 days prior to event. Lighting must comply with City mandated guidelines. Lights used for exterior area lighting must be shielded and not exceed 3000 kelvin and 750 lumen. Hotel reserves the right to enforce hours and noise levels (maximum of 65 decibels at the edge of the property) of all amplified sound based on required City and State Ordinances or any immediate requests of sound reduction by neighboring residents and/or city officials. Hotel shall have sole and absolute final authority on this matter. Failure to

comply at the time of request could result in fines or penalties. After 10pm, outside noise levels for teardown must not exceed 50 decibels.

SMOKING AND ALCOHOL

Smoking is not permitted anywhere on property, the resort is located in a RED FLAG fire zone and anyone smoking in the Canyon is subject to a \$1000.00 fine enforced by the City of Laguna Beach. Absolutely no alcoholic beverages are to be consumed while on the Hotel premises. Drinking of alcoholic beverages prior to or during an event is strictly prohibited. Anyone found under the influence will be escorted off property.

MEALS

Vendors meals must be arranged with the Catering/Conference Services Manager prior to the event Your Catering/Conference Services Manager will inform you if meals have been purchased for you by the client.

FIRE SAFETY

Client has been advised that all candles must be protected by greater than a 2” nonflammable container. Any other open flames are prohibited on property. The Property’s life safety system and are subject to approval by the City Fire Marshall and the Resort. The client/vendor is to contact and obtain the fire permit directly from the Fire Marshall prior to modification of the Fire Safety systems. Fog/hazing effects, lasers or smoke machines are prohibited by the Laguna Beach Fire Department.

FIRE WATCH ALERT

- 1). **Labor** – The Fire Watch involves shutting off of all smoke detectors in the room where the event is occurring, as well as silencing the alarm system for the entire 1st floor meeting room level. The Ranch at Laguna Beach engineering staff will disarm the fire alarms. The alarms will be disarmed for the duration of the event.
- 2). **Off-Site Alert** – The fire alarm monitoring company, Pyrocom, will be notified of the Fire Watch in place. In the event of a fire, The Ranch at Laguna Beach Security Staff will notify Pyrocom manually.
- 3). **Staff** - The Ranch at Laguna Beach security associates will be on hand to patrol the room in which the event is being held in addition to the entire meeting space areas for the duration of the event.

No exceptions will be made for Fire Watch Alerts
Fire Watch Fee - \$500 per events

For Fire Department Permits and information the contact is:
Kris Head
Battalion Chief / Fire Marshall
505 Forest Avenue

Laguna Beach, CA 92651

Tel: 949-497-0700 Fax: 949-497-0784 khead@lagunabeachcity.net

NON-FLAMMABLE MATERIALS

Electric Wiring and equipment installation must conform to appropriate local codes. Material not conforming to such regulations will be removed immediately at the vendor's expense. Engines, motors, or any kind of equipment, may be operated only with the consent of the Director of Engineering.

LIABILITY

The Resort will not be responsible for any injury, loss or damage that may occur to the vendor, the vendor's employees or property, or to any other person, during or subsequent to the period covered by the vendor contract provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of the Resort. Each vendor expressly releases the Resort from such liabilities and agrees to indemnify the Resort against any and all claims for such injury, loss or damage.

Should you have any questions, please do not hesitate to contact the Catering/Conference Services Manager. Thank you for your support.

It is mutually understood that the above Vendor Policies have been reviewed and are acceptable.

For Vendor:

Signature: _____ Name: _____

Name : _____ Date: _____

Title: _____

Company: _____