



2019 Vendor Instructions

General Instructions

- 1) All vendors must provide a Certificate of Insurance to Monteverde. Please add Monteverde at Oldstone Manor Inc. as an additional insured on your policy for the day of the event.
- 2) All vendors must check in at the event office upon arrival.
- 3) On the day of an event, vendor arrival is contingent upon the arrival time of the bride. Please coordinate and confirm arrival time with Monteverde.
- 4) The Engager is required to rent all linens: Tablecloths, napkins and optional chair cushions for the Chiavari Chairs at their expense. This includes but is not limited to table(s) required for the ceremony, tables required for stations during the cocktail hour, high boy tables for the cocktail hour, a table for lawn games, a table for gifts/guest book, escort card table, favor tables, gift tables, stations, sweetheart table, guest seating, cake table, back bars, a table for the DJ/photo booth.
- 5) The date and time of all deliveries must be coordinated with Monteverde.
- 6) Linens should be delivered as follows: a) **Friday weddings** on Wednesday b) **Saturday and Sunday weddings** on Thursday.
- 7) All deliveries made weekdays prior to the event must be delivered between the hours of 9:00 a.m. and 4:00 p.m. Monteverde cannot accommodate deliveries made prior to or later than the designated period.
- 8) All rentals for an event must be picked up by the rental company on either the night of the event or the morning after the event by 9:00 am. Delivery and pick-up times must be confirmed with Monteverde. (Exceptions: If it has been confirmed with Monteverde that there isn't an event scheduled for the following day, rentals can be "picked-up" on a Monday. Or, on a holiday weekend, if it is confirmed with Monteverde that there isn't an event on the following day,

rentals can be “picked up: on Tuesday. Monteverde is not open on the Monday of holiday weekends).

- 9) Monteverde at Oldstone is not responsible for the accuracy of the delivery or the installation of rental items.
- 10) The check in of rental items by the caterer (kosher), event company, florist or family must be done on weekdays between the hours of 9:00 a.m. – 4:00 p.m.
- 11) Regarding rental company delivery orders, vendors should specify those items that are designated for the mansion and those that are designated for the tent pavilion.
- 12) The Event Company/Caterer (kosher) is responsible for the return of all rentals (ordered on behalf of the client) to the proper rental company. Monteverde will not be responsible whatsoever in separating these items or, assume any cost for damage or non-return of rentals. These costs will be forwarded onto the Engager.
- 13) Monteverde has 4 brass easels that may be used by the Engager for Welcome Signs and Escort Boards.
- 14) All décor must be removed and dismantled on either the night of the event or the morning after the event by 9:00 am. The dismantle schedule must be confirmed and approved by Monteverde.
- 15) Monteverde at Oldstone does not permit anything to be nailed or tacked to trees on the estate.
- 16) Any décor that is to be tied to trees must be approved by Monteverde at Oldstone prior to the event.
- 17) Monteverde at Oldstone does not permit confetti, confetti poppers, confetti cannons, birdseed, olive oil favors, fireworks, sparklers, release lanterns, firecrackers or fireworks at Monteverde.
- 18) Monteverde at Oldstone does not have umbrellas.
- 19) Monteverde at Oldstone has two golf carts to transport guests; one four passenger and one six passenger. These carts are to be driven by Monteverde staff only.
- 20) If needed, a vendor can arrange to have Monteverde staff assist in the transport of vendor’s materials in a utility golf cart. Monteverde staff is not responsible to load in or load out vendor’s materials.
- 21) Holes are not permitted to be dug at Monteverde to install any type of signage.
- 22) There is no smoking in The Mansion, Garden House or on the outside terraces. Smoking is only permitted in the designated areas on the property.

Lower Grand Lawn (Ceremony)

- 23) Monteverde at Oldstone does not permit vendor trucks, cars or vans to be driven on the Grand Lawn.
- 24) Only floral trucks are permitted to unload in upper circle (for the ceremony) for 5 – 10 minutes. Then the truck must be parked in Parking Lot A .
- 25) Vendors must complete ceremony set-up 1 1/2 hours prior to the start of the ceremony.
- 26) Monteverde at Oldstone does have an arch, a portable amp and a microphone with a stand that can be used for the ceremony.
- 27) Monteverde at Oldstone does have an electrical outlet on the lower Grand Lawn at the ceremony site.
- 28) Monteverde at Oldstone will set-up the white garden chairs for the wedding ceremony. Unless it is a kosher wedding, then Foremost Ram will set-up and breakdown the chairs.
- 29) Monteverde at Oldstone does have one 10' (x) 10' pop-up tent with sides that can be used for the ceremony musicians, the baraat, coat check, etc...
- 30) Monteverde at Oldstone does not permit vendors to “break down” the ceremony site while the cocktail hour is underway. This includes the breakdown and removal of canopies, Chuppahs, mandaps, chairs etc.. Breakdown is to take place once guests have transitioned down to the tent for the reception which is generally after 7:00 p.m.
- 31) If any type of flower petal is to be thrown at the end of the ceremony, the florist, event company or wedding coordinator is responsible to “rake up” all flower petals and dispose of them after the ceremony.
- 32) Rain Option for the ceremony – The Tented Pavilion

Stone Patio, Grape Arbor and Southeast Lawn (Cocktail Hour)

- 33) Monteverde at Oldstone does permit limited lawn games on the lower southeast lawn; Badminton, Croquet, Volleyball, Bocce Ball, Corn Hole, Giant Jenga, Ultimate Frisbee and Lawn Jarts. If lawn games are to be played, Monteverde will arrange to have a 4' (x) 24" table and 4 white garden chairs to be placed on the southeast lawn.

- 34) Monteverde at Oldstone has ten 42" round outdoor tables on the stone patio and two tables under the Grape Arbor. Although the tables can be repositioned on the stone patio, they cannot be removed.
- 35) Monteverde at Oldstone does have natural canvas colored umbrellas for the teak tables on the stone patio.
- 36) Monteverde does place 4 high boy tables on the upper lawn.
- 37) There are two electrical boxes on the stone patio.
- 38) Only glass enclosed candles can be used on the outdoor stone patio.
- 39) Decor cannot be hung from the grape arbor.
- 40) There are two electrical boxes in the Grape Arbor.
- 41) Monteverde at Oldstone does not permit smoking in the Grape Arbor.
- 42) Only glass enclosed LED candles are permitted on the tables in the Grape Arbor (votive candles, hurricane's or lanterns).

Tented Pavilion (Reception)

- 43) The Tented Pavilion is 60' X 90'. The occupancy rate for a sit down dinner with dancing is 360 guests and 450 for a cocktail reception.
- 44) The tented pavilion is 60' X 90'. It features, the tent liner, pole skirts that cover all the perimeter poles and the two center poles in the tent, studio lighting (amber gels), a permanent unilock brick floor, a 20' X 30' parquet dance floor, a vanity restroom trailer and a generator.
- 45) Monteverde at Oldstone has 30 - 60" round tables and 400 natural Chiavari chairs.
- 46) Chair cushions for the Chiavari Ballroom chairs must be rented and paid for by the Engager.
- 47) If the event company/florist/caterer (kosher) rents cushions for the Chiavari chairs, the cushions must be installed prior to the event and removed from the chairs by the event company/florist/caterer (kosher) at the end of the event.
- 48) Monteverde at Oldstone staff will set-up the 60" round tables and Chiavari Ballroom chairs for an event.

- 49) If the Engager would like farm tables or banquet tables for guest seating in the tented pavilion, they would need to be rented by the Engager at the Engager's expense.
- 50) Monteverde at Oldstone permits two companies to provide additional lighting (spots, twinkle, bistro, washes, chandeliers, etc..) in the tented pavilion: Stortz Lighting and LNJ Tech Services. Their contact information can be provided upon request.
- 51) Monteverde at Oldstone does not permit event companies/florists to adjust the studio lighting/provide alternate lighting in our tented pavilion. Only companies in point 50 above can provide this service.
- 52) Monteverde at Oldstone only permits chandeliers to be hung between the two center poles in the tent. The maximum weight is 150 lbs. of dispersed weight.
- 53) Monteverde at Oldstone does have 5 crystal chandeliers that can be hung between the two center poles in the tent. The cost for rental, installation and dismantling is \$200.00 (+) tax per chandelier or a total of \$1,000.00 (+) tax for all 5 chandeliers.
- 54) Due to the fire code, Monteverde at Oldstone only permits glass enclosed candles in the tent: votive candles, hurricanes or lanterns. (Note: It is required by law that these glass enclosed candles sit directly on the table).
- 55) Monteverde at Oldstone does not permit "live flame candles" in any glass enclosed receptacle (i.e. votives, hurricanes or lanterns) or any type of luminaria to line the driveway leading down to the tented pavilion, the walls opposite the tented pavilion or the stairwell leading down to the tented pavilion. All candles must be LED. No exceptions.
- 56) In the tented pavilion, if the client would like to feature a tall candelabra as a centerpiece, LED candles must be used. There are no exceptions.
- 57) Since Monteverde at Oldstone is situated on a plateau, all tall (18"+) arrangements must be properly weighted to prevent any mishaps.
- 58) In the event of inclement weather, the tented pavilion does have clear sides.
- 59) Only Monteverde at Oldstone staff can open or close the sides to the tented pavilion. The caterer (kosher), florist or event staff is not permitted to open or close the sides to the tented pavilion.
- 60) Monteverde provides a 30' X 30' cook tent with sidewalls and lighting.
- 61) Monteverde does provide a paved walkway that is permanently tented from the Tented Pavilion to the restroom trailer.

- 62) If your client would like to rent an alternate dance floor or change the configuration of our current dance floor, Monteverde at Oldstone charges \$1,000.00 (+) tax to either remove or reconfigure the dance floor and \$750.00 to add additional tiles to our existing dance floor without repositioning the dance floor.
- 63) Monteverde at Oldstone has 15 electrical boxes (with four outlets in each box) in the tented Pavilion.
- 64) Monteverde at Oldstone requires air conditioning rentals to be provided by Hertz Rentals or Party Time Rentals. Heating and air conditioning is rented by the Engager at the Engager's expense.
- 65) All vendors unloading at the tented pavilion must unload in Parking Lot C (at the walkway leading into the side of the tented pavilion). Vendors are not permitted to unload in the driveway in front of the tented pavilion. Nor, are vendors permitted to drive their vehicles on the walkway leading into the tented pavilion from Parking Lot C.

Mansion

- 66) The mansion features three dining rooms; the Veranda Dining Room, The Grand Dining Room and the Governor's Dining Room. The seating capacity (if dancing was on the outdoor terrace) would be: 60 guests in the Grand Dining Room; 40 guests in the Veranda Dining Room and 30 guests in the Governor's Dining Room.
- 67) Monteverde at Oldstone has 10-51" tables, 10-36" tables and 79 red velvet chairs. Note: We can supplement the above tables with 60" rounds (better suited for the Veranda Dining Room and the Governor's Dining Room). Or, we can utilize the Chiavari ballroom chairs in the mansion. If Chiavari Chairs are used in the mansion, the Engager would need to rent cushions at their expense.
- 68) All the fireplaces at Monteverde at Oldstone are gas. Candelabras are not permitted in the fireplaces.
- 69) Décor is not permitted to be hung or tacked to any of the walls inside or outside the mansion.
- 70) Only the caterer and Monteverde staff are permitted in Monteverde at Oldstone's commercial kitchen and behind the bar. No vendors are allowed in the basement or attic.
- 71) Monteverde at Oldstone has a 800 lb. ice machine.
- 72) Monteverde at Oldstone has a walk in refrigerator in their commercial kitchen. Note: the temperature in the refrigerator is set for food not for floral arrangements. The temperature cannot be adjusted.

- 73) Monteverde has a men's, ladies' and handicap restrooms on the first floor in the mansion and a men's, ladies' and handicap restroom in the vanity restroom trailer (adjacent to the tented pavilion).
- 74) If the client would like to use an IPOD during the Ceremony/Cocktail Hour/After Party, they must supply speakers.
- 75) Photographers – Jumping on beds for photo opportunities is not permitted. Beds cannot be replaced the same day if broken.
- 76) Due to fire code a maximum of 20 people are allowed on the 2nd floor in the mansion for bridal preparation.
- 77) Monteverde at Oldstone does not permit any décor to be nailed or tacked into the railing surrounding the mansion's terrace.
- 78) There is an electrical box on the terrace surrounding the mansion and another electrical box in the stone wall adjacent to the terrace.