



## **Vendor Instructions**

<b>Page 1-2</b>	<b>General Instructions</b>
<b>Page 3</b>	<b>Deliveries and Rentals</b>
<b>Page 4</b>	<b>What Monteverde Does and Does not Provide</b>
<b>Page 5</b>	<b>Décor</b>
<b>Page 6</b>	<b>Electrical</b>

**General Instructions**

- 1) All vendors must provide a Certificate of Insurance to Monteverde. Please add Monteverde at Oldstone Manor Inc. 28 Bear Mountain Bridge Road, Cortlandt Manor, NY 10567 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) Parking: As you enter Monteverde through the gates, vendor parking is the first parking lot on the right. Parking lot A.
- 4) Due to Fire Code, there is no parking in the upper circle at Monteverde. Vendors are allowed 10 minutes to unload in the circle if necessary, after which the vehicles must be moved to Parking lot A.
- 5) On the day of an event, vendor arrival time is contingent upon the arrival time of the bride (I.e. if the bride/bridal couple are arriving at 10:00 a.m., vendors may also arrive at that time). All vendor arrival times must be coordinated with Monteverde. Vendors may not just “show up” without notice.
- 6) **Please come prepared.** Monteverde does not supply extension cords, tape, scissors, zip ties, step ladders, batteries, hand trucks, dollies, floor mats or tarps.
- 7) There is no smoking in The Mansion, Hotel Rooms or any outside terraces. Smoking is only permitted in the designated areas on the property.
- 8) For the Tent, there is absolutely no parking allowed for unloading or loading in front the tent main entrance. Vendors should park in the lot beyond the tent and items are to be brought in through the side entrance of the tent in front of the restroom trailer. All vendors should supply their own hand trucks for delivery. No vehicles are allowed on the walkway (in front of the restroom trailer) from the parking lot to the main tent.
- 9) Make-up and Hair Artists: Please park in parking lot A. Then enter the front door of the mansion, go straight to the hostess station, make a left, go up the stairs, and the salon is the first room on the left.
- 10) Florists: We prefer that all flower arrangements be pre-constructed before arriving and not built on site. If you need to build on site, please be prepared with a table, broom and dustpan, tape, scissors, step ladder, zip ties, etc. **All refuse must be cleaned up and taken away.** If any type of flower petal is to be used in the aisle for the ceremony or thrown the florist/event company or wedding coordinator is responsible to rake up all petals and dispose of them after the ceremony.

- 11) Photographers/Videographers: Please leave whatever equipment you are not using in the front hallway entrance closet (outside of the ladies room), rather than on the floors (to avoid tripping hazards) or tables (as they may need to be used for other purposes, such as pre-ceremony drinks, gifts, place cards). There is no jumping on the beds for photo opportunities. We do not allow bridal gowns or anything to be hung from the chandeliers anywhere on the property. We do not allow drones.
- 12) Please note: we cannot stop set up under the tent to accommodate warm drinks (tea, coffee) upon vendors arrival. Vendor meals are provided after guests are served. Please do not ask for food upon arrival. Monteverde's event captain will alert you when vendor meals are served. Vendors will be served a hot meal but not necessarily the same meal as the wedding guests.
- 13) If any vendor is unsure of any rules and regulations we have for our property, please ask before proceeding, and we will always do our best to accommodate you.

**Deliveries and Rentals**

- 15) The date and time of all deliveries must be coordinated with Monteverde **one week prior to the event.**
- 16) The Engager is required to rent, at their own expense, all linens: Tablecloths, napkins, optional chair cushions for the Chiavari Chairs. This includes but is not limited to table(s) required for the ceremony, stations during the cocktail hour, high boy tables, a table for lawn games, guest table(s) (typically 60" rounds), escort card table, favor tables, gift table, sweetheart table, cake table, back bars, and for the DJ/photo booth.
- 17) Linens must be delivered as follows: a) **Friday weddings** no later than Wednesday b) **Saturday and Sunday weddings** no later than Thursday, prior to the event.
- 18) 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.
- 19) **All rentals for an event must be picked up by the rental company on either the night of the event at 11 p.m. 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 is not 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 is not an event on the following day, pick ups can be made on Tuesday (no later). Monteverde is not open on the Monday of a holiday weekend.**
- 20) The Event Company/Caterer (Kosher) is responsible for the return of all rentals ordered on behalf of the client) to the proper rental companies. Monteverde will not be responsible whatsoever in separating these items or, assume any cost for damage, forwarding or non-return of any rentals. These costs are the responsibility of the Engager.
- 21) Monteverde is not responsible for the accuracy of the delivery or installation of rental items.
- 22) Should the need arise for the checking in of outside rental items by the caterer (Kosher), event company, florist or family this must be done weekdays between the hours of 9:00 a.m. to 4:00 p.m.
- 23) All rental deliveries should specify whether the items are designated for the mansion/upper area for the cocktail hour or for the tented pavilion for the reception.

**Monteverde Provides:**

- 24) Three brass easels for the use of the Engager (upon request)
- 25) An arch, portable amplifier and microphone with stand for use at the ceremony site.
- 26) Two golf carts to transport guests on the property: One four person and one six person. We also have one utility golf cart. All golf carts are only permitted to be driven by Monteverde staff. If a vendor needs assistance in moving items with our utility golf cart we will arrange for a staff member to assist you in moving these items. Monteverde staff is not responsible to load/unload vendor items or assist in their installation.
- 27) On the stone patio at Monteverde are 10/42" round outdoor tables and 4 chairs to each table with natural color shade umbrellas, and two of the same tables under the grape arbor. These tables can be repositioned but cannot be removed.
- 28) The main tent is 60'X90' and accommodates a maximum 360 people for a sit-down dinner with dancing. The tent features a full ceiling liner, perimeter pole skirts and two center pole skirts, studio lighting (amber gels), permanent uni-lock brick floor, a 20'X30' dance floor, vanity restroom, fully equipped cook tent and generator/power.
- 29) Dance Floor: Should the client wish to rent an alternate dance floor, Monteverde charges \$1,500, plus tax, to remove or reconfigure the existing dance floor and \$1,000 plus tax to add additional tiles to the existing dance floor without moving it. Rental of the additional tiles are the Engager's expense.
- 30) 30/60" round tables and 400 natural color Chiavari chairs. Monteverde sets up the table and chairs under the main tent for the reception according to the approved floor plan. **Monteverde does not provide table linens or chair cushions. These items are to be rented by the Engager at their expense.**
- 31) Monteverde's second tent is 40'X80" with twinkle lighting, permanent uni-lock brick flooring and electrical power.
- 32) One 10'X10' pop-up tent with sides that may be used for the ceremony musicians, baraat, or coat check. Monteverde requires 3 days advance notice for its use.

**Monteverde Does Not Provide:**

- 33) Monteverde does not provide table linens or chair cushions. These items are to be rented by the Engager at their expense.
- 34) Monteverde does not provide rain umbrellas.
- 35) Monteverde does not supply extension cords, tape, scissors, step ladders, zip ties, batteries, hand trucks or dollies.
- 36) Monteverde does not supply heating or air conditioning under the tent. Heating and A/C is to be rented by the Engager at their expense, and the Heating and A/C vendor must be approved by Monteverde.

**Decor**

- 37) Monteverde does not permit anything nailed/tacked to trees on the estate. Any décor that is to be potentially tied to the trees must be approved by Monteverde prior to the event. We also do not permit anything to be hung nailed/tacked to the grape arbor, walls inside the mansion or railings surrounding the mansion terrace.
- 38) Holes are not permitted to be dug at Monteverde for support signage, chuppahs, etc.
- 39) Monteverde and the Town of Cortlandt Manor along with the State does not allow confetti, confetti poppers, confetti canons, birdseed, olive oil favors, fireworks of any kind, including sparklers or release lanterns.
- 40) Only glass enclosed candles can be used on the stone patio, as well as the terrace outside the grand dining room of the mansion.
- 41) Only LED candles can be used in the Grape Arbor. No smoking is allowed in the Grape Arbor.
- 42) Due to New York State Fire Code no open flame candle is allowed under tented venues. Only glass enclosed (sitting on the table) candles are allowed. All tall candelabra decorating the tables must be LED. Also, all candelabras must be properly weighted. Monteverde sits on a plateau and the wind is unpredictable.
- 43) Monteverde only permits two lighting companies to provide additional lighting under the tent: Stortz Lighting and LNJ Tech Services. Contact information provided upon request.
- 44) Additional lighting or chandelier rentals may only be hung between the two center poles in the main tent and cannot exceed 150 pounds of dispersed weight.
- 45) Only LED candles are permitted to line the driveways and stairwells. No exceptions.
- 46) Monteverde does not allow Event related companies or florists to adjust our Studio lighting.
- 47) Vendors must complete the set up for the ceremony 1 ½ hours before the ceremony commences. Monteverde will set up/breakdown the guest chairs for the ceremony, unless it is a Kosher wedding in which case Foremost Ram will set up and breakdown the chairs.
- 48) Monteverde does not permit vendors to breakdown the ceremony site while the cocktail hour is underway. This includes the breakdown and removal of canopies, chuppahs, mandaps, chairs, etc. Breakdown can commence after guests have transitioned from the cocktail hour to the ceremony site, typically at 7:00 p.m.
- 49) Rain option for the ceremony – The tented pavilions. In the event of inclement weather, the main tent has clear sides that will be opened/closed by Monteverde staff only. The smaller tent does not have sides. Vendors are not permitted to open or close the tent sides.

Electrical/Power

- 50) One electrical outlet at the ceremony site.
- 51) One electrical outlet on the terrace attached to the mansion.
- 52) Two electrical boxes on the stone patio and in the grape arbor.
- 53) 15 electrical boxes with 4 outlets in each box under the main tent. (Bands have a dedicated line in the main tent)
- 54) 3 electrical boxes with 4 outlets each in the second tent.

Monteverde's generator runs electrical power for the main tent, second tent cook tent and restroom trailer.

We have a redundant system that if the generator goes out, the power is backed up from the mansion. Should the mansion lose power as well, a second generator automatically detects the outage and turns on restoring power.