

# ***CORPORATE EVENT REGULATIONS***

Laurel Manor suggests that you extend a copy of our regulations to all vendors.

## **Vendor Deliver & Set-Up:**

1. All vendors must use specific entrances for delivery:
  - \* Aspen, Laurel, Oak, Willow & Maple Rooms - Must utilize South side of the building labeled Door #3.
  - \* Walnut Room & Mezzanine Ballroom- Must utilize West (kitchen) entrance, labeled Door #2. These entrances are at street level.
2. LAUREL MANOR is not responsible for damages or loss of any items left or lost on premises.
3. LAUREL MANOR will not accept the shipment of items for any event prior to 2 days of event date.
4. Shipments must be labeled with the following information: -Event name. -Event Date. -Event room: Oak/Willow
5. We cannot be held responsible for storage, unloading or security of items.
6. If a freight company is delivering heavy equipment they should have a truck equipped with a lift gate. They are responsible for unloading and bringing the freight into the building. We do not have pallet jacks or fork lifts.
7. Vendors are responsible for arranging the pickup of shipments after the event concludes. All shipments should be moved to the service hall near door #3 for pickup.  
  
If items are left for pickup longer than 24 hours lessee will be charged a storage fee of \$50/day per package.
8. LAUREL MANOR WILL NOT ACCEPT C.O.D. Packages.
9. Tape, tacks, pins or nailing to our walls is not permitted.

**TEAR DOWN MUST BE COMPLETED within 1.5 hours after the event end time otherwise a fee of \$75 per ½ hour will be charged to client and deducted from deposit.**