



Code of Conduct Agreement for Preferred Vendors

French's Point appreciates the immense value in the quality of the service provided by service providers/vendors. The quality of our event is only ensured when service providers/vendors and French's Point work collaboratively towards a common goal to provide the best possible service and experience for our mutual clients. By including you on our preferred vendor list, we are endorsing your business. For this reason, we ask all professionals that offer service at French's Point agree to the following standards:

General Provider/Vendor Requirements:

- All service providers/vendors must provide French's Point with a current certificate of liability insurance no later than 14 days prior to service.
 - Vendors providing consumable goods such as catering, bar service, desserts, cake, food truck, etc. must provide a minimum of a \$1,000,000 limit per incident.
 - All other vendors must provide a minimum of a \$300,000 limit per incident.
 - Vendors without liability insurance can acquire the required coverage [here](#).
 - ***The Hersey Retreat at French's Point, LLC, The Farm at French's Point, LLC, Thistle Industries, LLC, doing business as French's Point*** must be listed as additional insured on all vendor certificates of liability.
 - The Client will be responsible for a penalty of \$1,000.00/incident will apply if this requirement is not observed.
- All service providers/vendors will abide by all federal, state and local laws and ordinances, as well as French's Point's regulations.
- All service providers/vendors will assume liability for their actions, equipment and possessions and must sign an annual release of liability required by French's Point .
- In order to protect the safety of our clients, walkways and floor spaces must remain free and clear of cords and other equipment. Service Providers/vendor's personal property & equipment must remain out of guest areas and traffic patterns for the duration of the event. Ask the Property Manager for designated storage areas.
- All service providers/vendors should inform French's Point & the designated wedding planner hired by the Client, of their setup requirements and arrival & departure time & service location no later than 14 days prior to the event date.
- All service providers/vendors must provide the necessary items required for their service or contract these items in advance with the designated wedding planner hired by the Client. French's Point is not responsible for providing equipment or wares related to your service.
- At no time should service providers/vendors park on the turn around, side of the road, in guest parking lot or in the handicapped parking spaces which may inhibit the flow of traffic. Service providers/vendors should park in the designated vendor parking area below the guest parking lot. At no time should vendors drive their vehicle on the foot path around the estate at the edge of the bluff.
- In order to preserve the integrity of the buildings, use of any adhesive material or fasteners is prohibited. Installations of any kind must be approved in advance by the Property Manager.
- Quiet Hours are from 10pm-9am daily at the Retreat House & grounds and from 9pm-9am daily at the Farm House & grounds, to include the private beach and East Overlook Terrace & must be observed by guests, service providers/vendors. All sound & vendor/service provider & guest activity must be contained within Farm House and Retreat House from 10pm-9am. Guests not occupying lodging at French's Point must depart by 11pm. Exterior lighting will extinguish automatically at midnight. Service providers/vendors must remove all equipment and complete breakdown & depart by Midnight.
- French's Point requests that all service providers/vendors remaining on premise for an event wear a professional uniform or suitable attire in the presence of guests unless otherwise specifically requested by the client or Wedding Planner. Service providers/vendors must be in uniform one hour prior to guest arrival and should not return to their street clothes until all guests have departed.
- Service providers/vendors may utilize the restrooms for changing located in the lower level of the estate only. These restrooms must remain clear of all personal property.
- Consumption of drugs or alcohol by any service provider/vendor in not acceptable at any time and will result in request for immediate removal from the premises.

- Service providers/vendors should refrain from eating, drinking, smoking or socializing in view of the Client for the duration of the event. Please ask the Property Manager where these activities are permitted.
- Service Providers/vendors are responsible for removing all waste from the service area and be disposed of properly in the dumpster, cardboard receptacle, redeemable bins in the dumpster enclosure. Floral waste shall not be thrown over the esker for disposable.

All above terms are understood and accepted as written. Please complete the below to confirm.

Business Name:

Authorized Representative Printed Name:

Authorized Representative Cell Phone Number:

Authorized Representative Email Address:

Authorized Representative Signature: