

# Event Center Vendor Requirements

All vendors not listed on the “Approved Vendor List” must complete the approval process in order to provide services in the Event Center at Vasa Park Resort. Vendors will need to visit <https://www.vasaparkresorteventcenter.com/vendor-application> to submit an application. Once completed we will send them a vendor packet with our policies and information on the necessary insurance. Once the packet is completed and insurance has been received vendors will be approved.

**Event Planner/Decorators Requirements:** (At minimum, a “Day of Coordinator” is required. Can be a family member.)

- All event planners/decorators need to have liability insurance. Name “Vasa Home Association of Washington, Inc” as additional insured on their commercial liability policy.
- Attend a 30-Day walkthrough and ensure the client has all required documents prepared or already submitted.
- Be onsite for the duration of the Event and oversee setup & teardown of tables, chairs, and décor.
- Manage the timeline, onsite vendors, and monitor sounds level to not exceed 65 decibels.
- Comply with all Event Center policies.

**Catering/Food Truck Requirements:** (All food must be cooked and prepared offsite.)

- Hold a valid Caterer Liquor License in the State of Washington
- All food vendors present on the date of the event need to have liability insurance. Name “Vasa Home Association of Washington, Inc” as additional insured on their commercial liability policy.
- Thorough cleaning of the kitchen work areas and floor. Manage trash, remove and replace all trash cans.
- Comply with all Event Center policies.

**Bar Service Requirements:**

- Hold a valid Liquor License in the State of Washington or hold a valid Class 12/Class 13 alcohol server permit.
- All alcohol vendors/servers present on the date of the event need to have liability insurance. Name “Vasa Home Association of Washington, Inc” as additional insured on their commercial liability policy.
- Staff the event with 1 staff for every 75 guests.
- Thorough cleaning of the kitchen work areas and floor. Manage trash, remove and replace all trash cans.
- Comply with all Event Center policies.

### **Music & Entertainment Requirements:**

- All music vendors present on the date of the event need to have liability insurance. Name “Vasa Home Association of Washington, Inc” as additional insured on their commercial liability policy.
- We are in an urban residential neighborhood and we must keep music levels reasonable, amplification **CANNOT** exceed 65 decibels.
- Live music ensembles of 4 or more must contact the Vasa Park Resort office to review sound level policies. 425.746.3260
- Must return any Event Center equipment to its proper location.
- All music must conclude prior to the contracted event end time, to allow for ample breakdown time.
- Comply with all Event Center policies.

### **Photography & Film Requirements:**

- All photography vendors present on the date of the event need to have liability insurance. Name “Vasa Home Association of Washington, Inc” as additional insured on their commercial liability policy.
- No use of drones; even for photography purposes.
- Comply with all Event Center policies.

### **Other Vendors Requirements:**

- All vendors present on the date of the event need to have liability insurance. Name “Vasa Home Association of Washington, Inc” as additional insured on their commercial liability policy.
- Comply with all Event Center policies.

