

CLIENT RESPONSIBILITIES



Here at Chande Pines Plantation, We want all of our couples to have a priceless wedding day! Please keep in mind that behind every perfectly created vision is a lot of small details and duties that make a BIG difference! If you do not hire a wedding planner to direct the event or organize a tribe of helpful friends and family members, you will be responsible for all of the following duties when renting the venue for your event.

Please see the list of client responsibilities below: (Great News Two Chicks can be hired to oversee some of the task below)

- **Client will have to move/place of all items that come with your package** including tables, chairs, church pews, barrels, trash cans etc. The venue is not responsible for setting up your items. When moving wood tables, it requires 2 people
 - While moving items they are not to be dragged on concrete or grass – we shouldn't see any tracks upon exit.
- **Client will be responsible for all set-up, clean-up, and coordination before, during and after the event.** You can designate a person you know or hire a planner/day-of coordinator with a team.
- If you decide to rent the extra chairs and tables - they will need to be stacked and placed in a designated area – Note: chestnut chiavari chairs are **not allowed** off the concrete!
- **You will be responsible for all trash and cigarette butts during and after your event** - including all areas - bathrooms, prep room, venue, He Shed and Bridal Retreat, parking. If any of these are found, a trash removal fee of \$150 will be deducted from the security deposit.
- **Day of Coordinator/POC, Timeline required.** You must provide information of your coordinator or of trusted individual who will be overseeing the event, along with a copy of your timeline. Needs to be given to Venue staff one week prior to event day
- Client will need to designate someone to direct parking for all cars to fit properly on-site. Guests seem to need direction when it comes to this.
- You will need to provide ice, you can store extra ice in the white coolers located in the prep space. For weddings on very hot days, we recommend you buy 5-10 bags extra. Consult your bartender.
- Vendor Communication-Client must contact all vendors to confirm details- **Please provide a list of ALL vendors and your bartenders bar cards 2 weeks prior for them to serve and to have alcohol at event.**
- Candles- Must have some kind of protection underneath to catch the wax. If wax is found on vendor property you will not receive your security deposit back.
- Golf Carts - you are welcome to bring your own to be used to get back and forth. Our golf cart isn't included with package but Two Chicks can provide service for an additional fee if needed. Must stay off the grass.
- All items that you moved need to be put back under the pavilion- chairs, tables, barrels, church pews, extra tables and chairs and any other furniture pieces. Linens placed in proper bins.
- Venue Area (Including Ceremony Space, Reception Pavilion, Restrooms/Prep space, Parking area): Please do not leave any tracks in grass or on concrete, ensure all areas are free of trash, personal items, food/drinks and cigarette butts and are tidy and in the same state as you found it. All items included with the venue must be placed neatly back under the pavilion. Nothing should be broken or damaged to receive your \$300 security deposit back.
- Security Officer: Not required at this time but policy can change at any time without any notice if we feel the need for one for guests safety.
- Vendors: If your vendors leave messes or damage you are ultimately responsible. Ensure they sign their liability waivers and that they understand not to leave behind anything. This includes but is not limited to: dumping drinks/sauces/food in the grass, damage to the driveways and walkways from food truck, leaving trash in their work areas. Your deposit will be kept as cleaning fee if this occurs. Be sure they know! Please provide a list of your vendors information with your timeline, this will help us for future references.

By Signing this form, I am stating that I understand Chande Pines Plantation is not responsible for any of my event setup, cleanup, wedding planning, placement of event furniture and that I am responsible to remove all trash, cigarette butts, and personal property by the exit time of my paid package or I am responsible to hire someone to complete all of these tasks. For each hour property, trash or items are left not cleaned or placed in designated areas the client will be charged \$150 per hour.

Print: _____ Date of Event: _____ Day-of POC: _____

Sign: _____ Date: _____ POC Phone#: _____

February 01, 2020