



Vendor Policies

For Saturday events, vendors will have access to the building 3 to 4 hours before an event begins. Please Contact the Catering Manager for more information. Cleanup should be completed within one hour after the event is over. Special circumstances may apply and the Club will work with you if extra time is needed. We will email you loading dock instructions if you have not delivered here before. It is helpful to be at the dock 30 minutes before the set arrival time because it takes time to unload, get badges and move vehicles. If you arrive earlier, the City Center Loading Dock and Freight elevators may not be available for load-in. If you do not know your party's time frame, please contact our office.

For all other delivery days, please contact your Chartering Manager.

City Club will confirm setup and tear down time with vendors the week of the event. City Club Security will not allow vendors load-in if they have not been cleared first. City Club Security will not allow anyone under the age of 18 enter the loading dock area. Driver's licenses or photo ID's are needed for all people delivering. Proof of liability insurance may be required to use the loading dock. Vendors must provide a contact name with a cell phone number.

City Club typically keeps a flatbed cart in the loading dock area but is not responsible if it is being used by another vendor, another event, or is at an off-property function. It is advisable for each vendor to bring their own carts/dolly for load-in and load-out. City Club will provide a reserved room for you to store your carts/dolly, boxes and equipment during the event.

Please be aware that the loading dock may be very busy or crowded and there may not be space to park delivery vehicles. Plan time accordingly and move your delivery van/truck outside of the loading dock area if necessary.

If you are scheduled to come back for pickup and the loading dock gate is closed, you may call **817-390-8787** to have a Security officer unlock the loading dock gate and process you into the building.

For our floral vendors:

Set-up should be completed 30 minutes prior to event time. For wedding ceremonies taking place in the Club, it is suggested that the ceremony space be set up first for photo opportunities.

For ceremonies in the 4th floor gallery, candles are permitted on the window ledge, sign-in table and gift table as long as they are "enclosed" (closed flame.) No open flame candles are allowed. An "Enclosed" example would be: a votive cup/candle, a pillar that is down inside the glass and is sitting on a protective base, or a floating candle.

Candles may not be used on the aisle unless they are battery operated. Please contact us if you have any questions.

Real petals may be used on an aisle as long as they are white or ivory. If artificial petals are desired, then any color may be used.

No décor may be affixed to walls, ceilings, furniture or chairs with tape, pins, nails or staples. For aisle or chair décor, covered wire or ribbon is recommended.

City Club does not provide any decorations, stands or columns for floral arrangements or décor. City Club does have votive cups, candles, and mirrors available to use with your table décor. Please contact the client for detailed décor needs.

The Event Host and/or Florist are responsible for picking up all ceremony and reception décor including any items that were brought by the Host or Florist. City Club cannot be responsible for any items left behind. We do not have room to store flowers or containers and all décor must be removed by the end of the clean-up time frame.

Agreement:

By signing this agreement, I understand that I may not supersede City Club policies and must accept responsibility for my organization and agree and abide by regulations. I realize that breaking this policy may result in not being invited back to the City Club. Serious damages or housekeeping charges will be billed to the host of the event.

All Vendors must have a liability policy of a million dollar with City Club and City Center Development Co. L.P. as additional insured entities. All Vendors must have a Catering Department Clearance to access the building. City Club Staff must be present while vendors are on property. Vendors must use allocated entrance and check in with Security to get access badges. Vendors must return badges to Security upon leaving City Club.

This form & copy of liability policy may be emailed to:

weddings@cityclubfw.com

Or faxed to 817-878-4090

Business Name: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Website: _____ Name of Event: _____

Event Date: _____ Time of Event: _____

Signature: _____

Copy of Liability insurance policy Name, policy # and contact information _____

For Pipe and Drape Décor, no pipe or drape may touch, lean on, attach to or adhere to any artwork or décor. No artwork may be removed from the walls. Please allow 12 to 18" clearance on back side of pipe and drape from the walls to protect the artwork in hallways. _____ (initial here)