

# Client / Event Coordinator Agreement

## The Barn at Echo Ridge

- The Coordinator must work with all vendors (music, lighting, rental, catering, etc.) to determine overall power needs ahead of time and make arrangements for a generator if necessary.
- Dress racks are provided in the bridal suite. Please do not hang dresses from the chandeliers under any circumstances (including photo opportunities) or any other area that is not designated.
- Open flame/s or smoking inside the suites is strictly prohibited. Please use designated smoking area.
- as a reminder the bridal suite and groom's room will not be fully secure during the event, please plan accordingly. We suggest locking valuables in your vehicle.
- Please determine ahead of time who will be responsible (either the client or the Coordinator) for cleaning up the bridal suite and groom's room at the conclusion of the event.
- No fireworks, sparklers or wishing lanterns may be used on the property. All send-off items must be environmentally friendly and pre-approved by The Barn Echo Ridge Management, absolutely no confetti, glitter bombs, or glitter use of any kind.
- Candles are permitted on tables but must be enclosed in hurricane style candle holders and must be at least three inches below the top. Absolutely no taper candles. We highly recommend battery operated candles.
- All decorations that will need to be hung must be pre-approved by The Barn Echo Ridge Management. Nails and staples are not allowed when placing decorations – please use floral tape, zip ties or fishing wire. It is the responsibility of the coordinator or client to provide set up equipment including extension cords, ladders, and any needed supplies, the responsibility falls to the client if any damage is done to electrical equipment by improper use of extension cords.
- It will be the Coordinator's responsibility to assign personnel to garbage service or to coordinate with caterer to insure garbage cans are emptied and garbage liners replaced as needed during and post event. All rubbish will need to be placed in the designated small trailer located behind shed.
- All clean-up, break-down and rental pick up must be completed within one (1) hour conclusion of the event, no later than 11:00 PM. All parties must be off premises by **11:00pm**
- Any décor/personal/rental items left at the venue must be taken by the Event Coordinator at the end of the evening – no items may be left at the venue overnight.
- The Coordinator is required to coordinate the setup, a full day of vendor management, timeline and breakdown of the event. The Coordinator must stay until the conclusion of the event break down to survey the grounds for damages and proper clean-up which must be done prior to leaving the property. Please note, if the Coordinator fails to check-out with The Barn at Echo Ridge Manager on Duty, the client will not receive any portion of the damage deposit.

Consumption of alcohol or cannabis by anyone on The Barn Echo Ridge property is prohibited during the duration of the rental agreement, with no exceptions!

\_\_\_\_\_  
Event Coordinator Signature      Date      Client Name      Date of Event

Client Initial: \_\_\_\_\_ Wedding Coordinator Initial: \_\_\_\_\_ MVM Initial \_\_\_\_\_