



THE GARDENS  
AT MONJI

## MLC Events, LLC Vendor Policies & Procedures

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Hereafter, MLC Events, LLC / The Gardens at Monji shall be referred to as “MLC”.

We consider our select vendors to be valuable partners in bringing our clients’ beautiful events to life. While working together on events, it is necessary to inform all of our independent vendors & contractors of the expectations we have to ensure the best events & service to our clients.

### ***General***

All vendors must maintain a business license & a minimum of one-million-dollar liability insurance policy. Vendors must supply proof of this documentation with MLC prior to providing services at MLC’s venue.

### ***Cleanliness***

The cleanliness & appearance of our property is of paramount importance to MLC. It is the responsibility of all vendors to thoroughly clean their workspace once an event has concluded. All vendors shall dispose of any/all trash that is generated by or associated with their work.

### ***Safety***

Any & all activities undertaken by a vendor on MLC property should keep in mind the safety of the general public & event attendees. Actions by a vendor should never jeopardize the safety & well-being of event attendees, clients, or the vendor’s employees.

### ***Respect***

MLC expects that all independent vendors/contractors respect each other while working alongside each other, event attendees, & clients. And, most importantly, we expect that our independent contractors display appropriate respect to our clients & their belongings. Always be respectful & mindful of your language during an event; always refraining from offensive language or behavior that may in any way be interpreted as harassment of any nature.

Proper work attire, that is suitable for the given event & non-offensive, is mandatory. Baggy pants, dirty or torn clothing, t-shirts or tank tops are prohibited. “Groupies”, dates, spouses, or entourages are not permitted at events. Loitering before or after a function is not allowed.

Drinking alcohol/smoking during an event, by a vendor/contractor or their employees is strictly prohibited. Vendors are not permitted, under any circumstances to invite guests to a client’s event.

### ***Sound/Music Vendors***

Sound/Music vendors must always adhere to local sound ordinances. Sound/Music vendors must also be willing to adhere to the directions of MLC’s Venue Coordinator during the event. Failure to accommodate the requests of MLC’s Venue Coordinator may result in music shut down. Music must cease at 10PM, no exceptions. Music containing offensive/questionable lyrics is not permitted.

***Production Policies***

- Immediately following the off-loading of equipment/supplies, cars must be moved from the delivery area.
- Vendors/contractors must provide their own extension cords, etc. for their power needs. If the client has requested equipment requiring more than the typical power output, & an additional power source is required, a generator will be expensed to the vendor or the client.
- Vendors/contractors operating on MLC's property are expected to, at all times, adhere to the requests of MLC's Venue Coordinator.

**A signature below commits that the signing independent vendor/contractor has read, understood & agreed to the standards listed above. Failure to adhere to any/all of these policies may result in a permanent ban from events**

Name:

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Signature:

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Date:

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