



Your Hired Vendors and The Grandview

Initial _____ **Liability Insurance**

Your vendor(s), at their own expense, maintain no less than \$1,000,000 in liability insurance coverage, and The Grandview (176 Rinaldi Boulevard, Poughkeepsie, NY, 12601) must be named as an additional insured on the policy. The vendor's insurance policy shall be considered primary insurance ahead of any insurance carried by The Grandview with respect to the Agreement. Vendor must provide a copy of their Certificate of liability Insurance and should be submitted via email to The Grandview, by one month prior to the event date.

In the event the vendor is unable to provide sufficient insurance coverage reasonably acceptable to The Grandview, you and your Vendor will be required to sign a separate *Indemnification and Hold Harmless Agreement*.

Initial _____ **Photography and Videography**

All photographers and videographers shooting at The Grandview are required to follow the instructions of staff members at The Grandview. Our clients' safety is top priority, especially on our private marina, and only **reserved** pre-approved photo shoot locations will be allowed. The Poughkeepsie Waterfront area is a public space, owned by the City of Poughkeepsie, and The Grandview cannot guarantee exclusive access to any area below. The Shadows Marina is a private dock, and access to the marina is only permitted when escorted by a member of The Grandview staff.

Initial _____ **Music/Entertainment**

It is the client's responsibility to not only obtain a vendor to play music but also to MC your event. Introductions, line-up, announcements, as well as the orchestration of toasts, blessings, and formalities will be organized and announced by your MC. Glitter, confetti, fog machines and indoor fireworks are not permitted.

All DJs performing in the Outdoor Ballroom (Tent) will be required to plug into The Grandview's house amplification system and will NOT be able to use their own amplifiers and/or speakers. No bands are permitted in the Outdoor Ballroom.

Initial _____ **Florist/Decorator**

Any flowers or décor (*centerpieces, ceremonies and accent areas*) will be set up by you, your party or your hired vendor. Flowers from your florist can arrive through the service entrance on the day of the wedding. We will not allow a florist to drop flowers off before the day of.

The Grandview does not provide the service of setting up any floral or non-floral centerpieces. They must be delivered the day of the wedding. We will certainly light your candles. All types of candles are permitted. Glitter, confetti, fog machines and indoor fireworks are not permitted.

Initial _____ As the client, you are responsible for your vendors and those who are hired for services on your day. The removal of vendor's equipment from the event location no later than the end of the event, leaving the event location in the same condition as prior to the event, and immediately replacing or repairing any damage to the event location must be communicated by you to your hired professionals.

Signature _____

Printed Name _____

Event Date _____