

THE PLANT VENUE STANDARD VENDOR FAQ

VENDOR ARRIVAL

Standard access time may start as early as at 8am on the morning of the event. Arrival times should be communicated with the venue (by either the event host or vendor) at least one week prior to the event. It should be understood that The Plant Venue is not responsible for reaching out to each individual vendor to coordinate timelines. Arrival times earlier than 8am on the morning of the event *may* be approved upon request, but must be coordinated with the venue at least one week prior to the event. It is the vendor, planner, or event host's responsibility to communicate these specifications with the venue. If arrival times are not coordinated between vendors and the venue, the venue will be opened at the event host's scheduled arrival time.

EVENT MANAGEMENT

The Plant Venue agrees to handle all communications with the event host(s) and any management responsibilities held by the venue. On the day of the event, The Plant Venue is responsible for setting out tables and chairs provided by the venue (host's preferred layout must be agreed upon between the event host and management at least one week prior), communicating with the event host/event planner, and accommodating vendor drop-off and pick up. Please note that special requests for dropoff/pickup must be requested through documented email correspondence in advance. The Plant Venue management is not responsible for (1) event design or planning services (2) decorating or setting up the event (3) handling any food or drink setup/service (4) sound and/or lighting management (5) organizing external communications with guests or (6) day of coordination with guests or vendors.

FURNITURE ACCESS

The Plant Venue is not responsible for reserving any specific furniture for vendors unless it is specified to the venue by the event host/planner in the preferred furniture layout. Vendors may request tables to be reserved for display, but this must be agreed upon between the event host/planner and then communicated to the venue.

PROHIBITED ITEMS

The following items are not allowed at the venue (inside or outside): glitter, decorative shredded paper, excelsior, confetti, rice, or birdseed. Bubbles or sparklers are not allowed inside the venue at any time, but may be used outside of the venue and in The Courtyard. Bounce houses may be setup on the back lawn, front loading dock (not under the bistro lights) or inside The Courtyard, but should not be setup inside the venue for any reason. All candles should be encircled in glass unless the table is covered entirely by linens provided by the event host or decorator. Other than candles, fire or use of pyrotechnics is prohibited inside the venue. Additional fees may apply in instances these policies are broken during any event.

PROPERTY DAMAGES

If any damages related to the venue's property are discovered during the rental period, the event host will be promptly notified following the event. The fees associated with the damages will be based on the actual cost incurred to repair or replace the damaged item or property. It is the event host's responsibility to cover these expenses or acquire payment by the party responsible for the damage, and the payment is expected within a specified timeframe as outlined in the post-event notice. Failure to address and settle the fees may result in further actions as deemed necessary by the venue.

VENDOR ARRIVAL

Depending on the vendor arrival time, The Plant Venue management may or may not be available to make initial contact on the day of the event unless otherwise established and agreed upon. The Plant Venue is responsible for opening/unlocking the venue, setting up furniture provided by the venue, and making sure the facilities are guest ready. Planning and coordination responsibilities should all be directed to the Event Planner or Day of Coordinator hired to direct the event schedule. If an Event Planner or Day of Coordinator has not been hired, vendors should report to the primary point of contact or event host who booked them.

COMMUNICATION POLICY

If vendors cannot find a point of contact or have questions related to the venue, management is always reachable at contact@theplantvenue.com to answer immediate questions. Our email response time is always prompt, especially leading up to and on the day of events.

VENDOR POLICY

event hosts have the freedom to choose vendors of their preference. We require that a caterer or bar service with a license to serve alcohol be hired specifically to serve alcohol to guests, ensuring compliance with legal regulations. Additionally, any caterers utilizing the kitchen facilities must hold the appropriate licenses to operate the stovetop or oven. The recommended vendor list can be accessed on our website at theplantvenue.com/vendors. This list is based on positive experiences we have had with specific vendors based on their ability to communicate well, deliver high quality food and/or beverage services, ability to load in and out effectively, and clean up after themselves.

THE PLANT VENUE FURNITURE AND EQUIPMENT RENTALS FAQ

LOAD IN & LOAD OUT

During load in, vendors may utilize the rolling cart stored in the kitchen. When loading or unloading, vendors may park temporarily on the concrete pad located in front of the loading dock near the front entrance. The front access ramp that leads to the loading dock is ideal to utilize during load in and load out. The front glass double doors leading into The Atrium may be

temporarily propped open during load in, but should be closed back immediately following. Vendors should NOT pull vehicles inside The Courtyard (the back ramp is NOT accessible for vehicular entry).

PICKUP POLICY

Rental companies/vendors are responsible for removing/picking up all property owned by the vendor on the evening of the event. If vendors prefer to pick up items at a later date, an extended pickup time should be requested and approved at least one week prior to the event. If later pickups have not been scheduled prior to the event, vendors may not coordinate pickup times with any employees onsite. The Plant Venue requires that all communications regarding early drop off or late pickup be relayed to the venue by email correspondence to have properly documented agreements. Later pickup times are not always guaranteed, as an event may be scheduled the following day, lack of availability, etc.

THE PLANT VENUE FOOD & BEVERAGE CATERERS FAQ

ACCESS & AMENITIES

Food & beverage caterers have access to the commercial kitchen located in The Atrium for food and beverage preparation. The kitchen includes amenities such as: hand washing sink, three comp dish washing sink, two comp prep sink, commercial refrigerator, freezer, ice machine, microwave, stovetop, commercial oven, ventilation hood, three stainless steel prep tables, and a butcher block prep table. Caterers also have access to the catering bar located in The Atrium for prep, storage, and made to order beverage service. The bar includes amenities such as: three comp dish washing sink, hand washing sink, two commercial refrigerators, ice bin, ordering/pick up stations at either end of the bar, and a variety of counter space.

LOAD IN & LOAD OUT

During load in, rental vendors may utilize the rolling cart stored in the kitchen. When loading or unloading, vendors may park temporarily on the concrete pad located in front of the loading dock near the front entrance. The front access ramp that leads to the loading dock is ideal to utilize during load in and load out. The front glass double doors leading to The Atrium may be temporarily propped open during load in, but should be closed back immediately following. Vendors should NOT pull vehicles inside The Courtyard (the back ramp is NOT accessible for vehicular entry).

TRASH & CLEAN UP

Caterers are responsible for the complete removal of all food and beverage-related trash generated during and after the event. This includes the disposal of any leftover food, beverage containers, and other related waste. All waste from the event should be placed inside the dumpster located in the back of the gravel parking lot. Caterers utilizing the kitchen should dump and remove all debris from the sink food trap at the end of the event. Caterers are responsible for

wiping down all kitchen surfaces, mopping the floor, and assuring that no food platters or food debris of any kind are left in the fridge, freezer, sinks, or floor.

ALCOHOL POLICY

The Plant Venue requires that a caterer or bar service with a license to serve alcohol be hired specifically to serve alcohol to guests. To get connected with vendors who are already approved, visit the Vendor Directory at theplantvenue.com/vendors (best viewed on desktop). For all beverage service providers not listed on the online directory, a copy of their alcohol license from The State of Mississippi should be submitted to the venue prior to the event to ensure compliance with legal regulations. Other vendors such as mobile bars may also serve guests under the same conditions listed above. If alcoholic beverages are to be served within or upon the space at any time during the rental term, the event host agrees to comply with all laws, ordinances and other regulations pertaining to such alcohol handling and consumption. Catering staff are not allowed to consume any alcoholic beverages during their shift. The Plant Venue reserves the right to close bar services and to immediately terminate this agreement in the event of a breach of these regulations.

ADDITIONAL POLICIES

Caterers are responsible for ensuring that ALL stove top burners are OFF, turning off vent hood, and assuring that the commercial oven is turned OFF with the gas OFF. Vendors should understand that refusal to follow these procedures puts the venue at risk and could additionally result in fines/fees or banning the company from providing catering services at The Plant Venue.

THE PLANT VENUE DJ/ENTERTAINMENT FAQ

LOAD IN & LOAD OUT

When loading or unloading, vendors may park temporarily on the concrete pad located in front of the loading dock. The front access ramp that leads to the loading dock is ideal to utilize during load in and load out. The front glass double doors leading to The Atrium may be temporarily propped open during load in, but should be closed after all items are inside. If vendors prefer to load-in through the back garage door leading to The Courtyard, the garage door may be raised upon request. The glass double doors in The Courtyard leading to The Atrium can be temporarily propped open during load in, but should be closed after items are in. Vendors should NOT pull vehicles into the interior Courtyard (this back ramp is NOT accessible for vehicular entry). Vendors are responsible for removing/picking up all equipment and setup materials on the evening of the event. If vendors need to pick up items at a later date, an extended pickup time should be requested by email at least one week prior to the event.

SOUNDCHECK

If DJ/Band has not performed at the venue before, it is highly recommended to schedule enough time on the day of the event and conduct a formal soundcheck to test outlets, extension cords, and equipment to assure smooth and uninterrupted performance.

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LIGHTING

If the DJ/Band/Lighting Rental Vendor brings in specialized lighting as part of the entertainment setup, the crew should be sure to distribute sound and lighting hookups on separate power outlets to avoid tripping the power. It is understood that The Plant Venue is not responsible for the sound or lighting management during any event as this responsibility falls on the hired entertainment specialist for the duration of the evening. Venue management may assist in resetting outlets or flipping trip switches if necessary and requested.

STAGING

The Atrium (Indoor Event Space) has a designated 25x25 area for entertainment setup. The Courtyard (Uncovered Event Space) has a 16x20 stage available for entertainment setup.

ELECTRICAL

The Atrium (Indoor Event Space, 25X25 area) has 2 outlets on separate 20 amp circuits (four plugs total). For additional hookup, there are 2 additional outlets on separate 20 amp circuits in the kitchen adjacent to the designated area. A 25ft extension cord is required for additional hookup from the kitchen outlets. Additionally, The Atrium (Indoor Event Space, Center Window Wall Setup) has one outlet (20 amp circuit, four plugs total).

The Courtyard (Uncovered/Outdoor Event Space) has 2 outlets on separate 20 amp circuits near the stage (four plugs total). For additional hookup, there is 1 outlet along the interior north wall and 1 outlet on the exterior of the north wall. 25ft extension cords are required for additional hookup to these outlets.

HOSPITALITY

The Plant Venue does not provide food or beverage service. event hosts/crew should consult with food or beverage service providers about hospitality offerings.

DRESSING ROOM

The available dressing rooms at the venue are designated for the bride and groom on wedding days and are only available when reserving the full venue. If these spaces cannot be utilized (wedding day or otherwise), the crew may change in the guest restrooms with private stalls and mirrors available. The crew should clean up and remove all personal belongings from the guest restrooms after changing prior to guest arrival. Personal items may be stored in the wooden cabinets in The Retreat kitchenette or in the furniture storage hallway behind the curtain in Sunset Lounge. If the event is not a wedding day, the event host may consider reserving The Retreat or Sunset Lounge as the back of house area (if necessary) for the entertainment crew.

PICKUP POLICY

Rental companies are responsible for removing/picking up all property owned by the vendor on the evening of the event. If vendors prefer to pick up items at a later date, an extended pickup time should be requested and approved at least one week prior to the event. If later pickups have not been scheduled prior to the event, vendors may not coordinate pickup times with any employees onsite. The Plant Venue requires that all communications regarding early drop off or late pickup be relayed to the venue by email correspondence to have properly documented agreements.

THE PLANT VENUE FLORIST FAQ

ACCESS & AMENITIES

Florists may utilize the kitchen, catering bar, or a table setup as prep space. Florists may utilize fridge/freezer space for floral storage available in the kitchen or the catering bar located in The Atrium. Florists are responsible for consulting with the caterer about sharing fridge space.

LOAD IN & LOAD OUT

During load in, vendors may utilize the rolling cart stored in the kitchen. When loading or unloading, vendors may park temporarily on the concrete pad located in front of the loading dock. The front access ramp that leads to the loading dock is ideal to utilize during load in and load out. The front glass double doors leading to The Atrium can be temporarily propped open during load in, but should be closed back immediately following. Vendors should NOT pull vehicles into the interior Courtyard.

CLEANUP & PICKUP

Event hosts are responsible for removing all floral arrangements from the venue on the night of the event. Vendors are responsible for removing/picking up all glassware, candle holders, decor items, and any other items owned by the vendor on the evening of the event. If vendors need to pick up rentals, glassware, or other items at a later date, an extended pickup time should be requested at least one week prior to the event. If later pickups have not been scheduled prior to the event, vendors may not coordinate pickup times with any employees onsite. The Plant Venue

requires that all communications regarding early drop off or late pickup be relayed to the venue by email correspondence to have properly documented agreements.

POLICIES

Florists or decorators are strictly prohibited from cutting foliage from any of the plants within the venue premises. Vendors may not take clippings from any plants or florals owned by the venue to add to or create new arrangements. This policy is implemented to ensure the preservation and integrity of the venue's plant materials. The event host will assume full responsibility for any damage caused to or clippings taken from the interior plants during the rental term. In the event that The Plant Venue Management discovers any compromised plant material (including damage or clippings), damage fees may be charged directly to the event host.