



# VENDOR GUIDELINES

## Vendor Guidelines

**Contact Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Welcome to the Harwelden Mansion! The mansion was constructed in 1923 and is a National Landmark, listed on the National Register of Historic Places. Honoring the mansion's legacy and historical significance means we have high standards and expectations of those that use or work in the mansion that is needed to preserve the integrity of the restoration, architecture and brand reputation. You, as our vendor and as our clients' vendor, are an integral part of our operations and our success. Our goal is to exceed everyone's expectations in friendliness and customer service while fulfilling the Harwelden Mansion's mission.

- **Liability:** Most vendors must obtain and keep in full force and effect at all times during the event(s) comprehensive general liability and liquor liability insurance (if applicable) for at least \$1,000,000 naming both Heritage Society of Tulsa (dba Harwelden Mansion) and Hickory House Properties, LLC as additionally insured.
- Each vendor should specify one person to handle Harwelden Mansion accounts. This person must be familiar with mansion's rules and regulations and must respond promptly to all mansion staff, client and prospective client inquiries. This person should also be in charge throughout events, and should be available for a final walk-through with the mansion staff and client. If the designated person must leave early, the event must be assigned to a responsible person familiar with Harwelden Mansion policies.
- Each rental includes one (1) hour for set-up and one (1) hour for cleanup. Exceptions to these times must be discussed with a Harwelden Mansion team member.
- For catering and food vendors, clean up will consist of clearing all tables and assist in returning all chairs and tables to designated storage area as identified by staff unless otherwise directed. Outdoor areas must be cleared of glassware, barware, bottles and cans and properly disposed of. Kitchen, Butler's Pantry, Dining Room, Entry, Grand Salon, Sun Room, Garden Room and Museum floors must be swept, cleaned and all trash taken out. Dumpsters are provided on the north side of the mansion for your use.
- Clean up is to be completed within one hour after the event's scheduled end time. Bars must close one-half hour before the scheduled end of the event.
- Events must end at 10:00 p.m., additional provisions for clean-up.
- The Lead staff member for each vendor will do a walk-through with a Harwelden Mansion team member and sign off on completed clean up and "end of event" checklist.
- All deliveries of rental supplies must be made Monday through Friday, between 9:00 a.m. and 4:00 p.m. or within the one-hour set-up time preceding the event. Please enter and exit from the back, northwest door, leading to the kitchen.

- Smoking and Vaping are not allowed in the Harwelden Mansion or anywhere on the property grounds and gardens. Following national standards in historic preservation, we are a smoke-free and vape-free property.
- Guests are not allowed in the kitchen, butler's pantry, or service area during an event. If main level is rented, guests are not allowed on the second floor (bedroom suites) or third floor (staff offices).
- Caterers are welcome to use the mansion's ice, warming drawers and refrigerator. All such equipment must be cleaned after use. All other equipment belonging to the Harwelden Mansion can be used with the approval of mansion staff.
- No dollies can be used on the mansion's wood floors. Please lift (do not drag) any supplies or equipment across the mansion's floors.
- Harwelden Mansion allows caterers to provide liquor for events. All open alcohol must be disposed of properly and unopened alcohol must be taken from the Harwelden Mansion premises by the end of the event. No alcohol will be allowed to be picked up at a later date unless discussed and agreed upon by a Harwelden Mansion representative. No shots of any kind will be allowed in the mansion. A properly trained and licensed catering bartender must serve liquor. Bars must be staffed at all times.
- The vendor shall be responsible for any and all damage to Harwelden Mansion and its equipment (or furniture, fixtures, decor) during an event relating to vendor's services and offerings. If the mansion or its equipment is damaged or destroyed during this time, the vendor promises to pay all costs and expenses associated with repairing or replacing the property at the mansion's sole discretion.

### **Harwelden Mansion General Policies**

- All plans for decor are subject to approval and are limited to the designated event spaces. Nothing may be affixed to any interior or exterior surface of the Mansion without advanced approval. No signage or banners may be placed on the Mansion's grounds. All decorative items must be fireproof.
- The Mansion is a smoke-free environment. Smoking is not allowed anywhere indoors or outdoors on the Mansion's grounds.
- Because of significant fire risk to the mansion, no candles or votives, sparklers, fire, open-flame, lanterns, torches, candelabras or any other items requiring open flame are permitted within the Harwelden property.
- LED or other battery-powered candles are an acceptable option, so long as they do not use halogen or other high-heat bulbs.
- Children must be supervised by an adult at all times. No jumping on furniture pieces. The pond behind the mansion is not for swimming and should not be used in any manner.
- No weapons or firearms are allowed on Harwelden property.

- Application of hairspray, cologne, perfumes, aerosol sprays, and make-up is allowed only in designated dressing rooms (if provided for your event), the public restrooms located on the basement floor of the Mansion, or by stepping outdoors.
- The event start and end times outlined in the contract must be adhered to.
- Early entry or late exit will be subject to additional fees.
- The historic piano is not to be moved and cannot hold heavy objects or drinks.
- Bar location is stationary and permanent in the Sun Room
- A licensed, insured bartender must be present. No cash bars. All bartending companies must be pre-approved by Harwelden Mansion and required to provide a copy of license and insurance by the 2 week walk-through meeting. Bartending company and Lessee assume all responsibility for conduct and consumption of guests.
- All drinks should be served from an uncarpeted area but consumed anywhere.
- No bands or DJs on any carpeted areas. Acoustic is preferred over recorded music.
- No amplified music outside the facility past city ordinance of 10 p.m.
- Dancing shall be restricted to the uncarpeted rooms, you are more than welcome to rent a dance floor from a vendor to be placed in Harwell Hall. Glitter is never allowed, either by itself or on decor of any kind!
- Real flower petals can only be used outside of the mansion and must be picked up afterwards. For indoor events, silk flower petals may be used as decoration or tossed and must be collected in their entirety by the end of the event.
- Examples of approved Grand Exit items include: lighted devices, glow sticks, silk flower petals, noise makers, pom poms, small hand-held flags, etc.
- No exterior decorations adhered to the Mansion.
- Interior decorations must be minimal and free-standing or draped.
- All food and other waste must be gathered and disposed of in trash bags provided. Trash bags must be removed from the kitchen and placed in the dumpster located in the fenced-in area to the side of the Mansion.
- The Harwelden Mansion is not responsible for lost or broken property of its guests or clients.
- Any items brought in must be removed by the end of your contract time.
- No parking in the adjacent private lots, and make sure to notify your guests of restrictions. Street parking on the Mansion's side is OK.
- For weddings, 1 hour rehearsal will automatically be set for the day of the wedding unless no event is booked the day before. In this case, the 1 hour rehearsal can be done the day before the wedding during business hours.
- One additional site-visit for all events after booking the venue. We recommend coordinating with any necessary vendors to bring to this visit with you.



# VENDOR GUIDELINES

## PAGE 4

- Final walk-through with all vendors will be 1 week before the event during business hours. At this time, a list of all vendors and their contact information should be given to the Event Manager for coordination the morning of the event as well as a copy of bartender's license and insurance.
- All rentals (linens, table settings, etc.) must come from Party Pro.
- Harwelden Mansion is allowed to take photos at all events. Copy of photos are available by request. Please refer to the "Photography and Video Policy" on our website for additional information.

*I understand and accept the terms of the Vendor Guidelines and General Policies of the Harwelden Mansion. I further agree to assume any financial liability or expenses that are incurred as a result of not following such guidelines of me and my staff/representative including but not limited to clean-up, damage or personal liability discovered before, during and after said event. The terms of this agreement are perpetual for this and all future events.*

\_\_\_\_\_  
Vendor Signature and Title

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Harwelden Mansion Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date