



Escape. Gather. Celebrate.

COORDINATOR ON-BOARDING PACKAGE

Your Complete Guide to a Seamless Event

Welcome to Eagle Oak Ranch.

We are thrilled to have you as the coordinator for this event. Eagle Oak Ranch is a private, 751-acre legacy estate in the heart of Paso Robles wine country — and every event here is truly exclusive. No overlapping events. No shared spaces. Your clients will have the entire property to themselves.

This package sets out what EOR requires: the venue and its spaces, the division of responsibility, the milestone deadlines, the required documentation, day-of protocols, and the property rules. Most of it exists for two reasons — the safety of your clients and their guests, and the preservation of a working estate.

Upon on-boarding, EOR will provide you with a unique Aisle Planner link. This is your central hub for everything — submitting required documentation, tracking your compliance file, accessing the property site map, and staying organized from booking through the day of the event. All document submissions go through your Aisle Planner folder; nothing needs to be emailed separately.

Your Venue Event Specialist is your primary point of contact for all property-related logistics, and will be introduced to you at on-boarding. Your role is to manage the event itself — the timeline, vendors, guests, and the overall flow of the day. The Venue Event Specialist handles everything on the property side, and together, we will make it extraordinary.

Two dates: your signed event and design contract with the client is due to EOR no later than 90 days before the Event, with 60 days as the backstop under the Agreement. Both are in the timeline that follows.

Please note: EOR requires a full-service coordinator engaged for at least 90 days before the Event. Day-of and month-of coordinators are not permitted.

THE VENUE AT A GLANCE

About Eagle Oak Ranch

Eagle Oak Ranch is a legacy estate built by Ken Kragen — the legendary music manager behind Kenny Rogers, Lionel Richie, and 'We Are the World.' Dolly Parton was a frequent guest, often singing with Kenny at the Lookout Point at sunset. That spirit of gathering lives on in every event hosted here.

Event Spaces & Lodging Accommodations

Space	Description
Grand Oak Pavilion	~6,000 sq ft covered indoor space — weather-proof, endlessly configurable
Oak Lawn	15,000+ sq ft manicured lawn — ceremonies, activities, open air dining
Oak Court	Open-air sport court — receptions, dinners, dancing under the stars
Oak Barn	Rustic barn space — welcome dinners, breakouts, casual gatherings
Oak Sanctuary	Sheltered garden space between the lawn and the villa — ceremonies and gatherings
Oak Vista	Intimate overlook — portraits, small gatherings, quiet moments
Oak Villa	Private residential lodging accommodation — not an event space; used consistent with its residential character (wedding party preparation, chef's kitchen, observatory) in coordination with the Venue Event Specialist
Oak Spa House	Private residential lodging accommodation — not an event space; used only under a Lodging License

What's Included for Your Clients

- Exclusive use of all contracted event spaces — no overlapping events, no shared spaces. Use of the Oak Villa or Oak Spa House for lodging requires a Lodging License under the Agreement
- Venue Event Specialist for property logistics and on-site coordination
- Rehearsal access (with prior written consent)
- Access to the Eagle Oak Ranch recommended vendor list
- Limited-quantity estate olive oil available for welcome bags and guest favors

YOUR ROLE & RESPONSIBILITIES

Eagle Oak Ranch operates on a clear division of responsibility. The Venue Event Specialist owns every property-related matter. You own the event.

Like every professional working on the Premises, you execute the EOR Master Vendor Release and Acknowledgment and provide your own compliant COI. It is signed once and stays in effect, and it places you on EOR's Approved Vendor List — no one who is not on that list may work at the Premises. Both are due in your Aisle Planner folder at 60 days, alongside your client contract, and the certificate requirements are the same ones set out in the checklist.

What You Manage

- All documentation submitted to your Aisle Planner folder by each deadline — the checklist in this package lists what is required
- Event timelines, vendor install and strike schedules, vendor and guest parking plans — submitted to Aisle Planner for review; rigging and specialty installations require written EOR approval before they proceed
- Vendor parking plans, load-in and load-out logistics, and vendor compliance on the day — each vendor checked in with the Venue Event Specialist, on schedule, within the approved timeline. EOR is not responsible for vendor parking or logistics
- Sound levels through the event — monitoring music, bands, and DJs against the county limits and correcting them when they climb
- Post-event walk-throughs with the Venue Event Specialist at event conclusion and before end of Term

What the Venue Event Specialist Manages

- Gate access and property security for all vendor arrivals
- Directing vendors to the areas EOR designates on arrival — EOR is not responsible for vendor parking or load-in logistics, which the Coordinator plans and runs
- Ensuring property guidelines are followed, and answering any question about the property, its spaces, or its rules
- Any property condition, maintenance, or facility issues
- On-site authority to intervene if any activity puts the property or guests at risk — this is the Venue Event Specialist's call to make, and it will always be communicated to you directly
- Post-event property review and damage deposit reconciliation

Anything touching the Premises, the spaces, or the property guidelines runs through the Venue Event Specialist. Ask as often as you need to — that is what the role is here for.

Required On-Site Vendors

Vendor	Requirement	COI Due
Valet	Required. Must begin 1+ hour before event or 3:00 PM (whichever is earlier) and continue until 1 hour after the event ends. Motorized vehicles cleared before end of Term. EOR-approved provider.	30 days prior
Security	Required. Min. 2 personnel or 1 per 50 guests (greater applies). EOR-approved provider.	30 days prior
Lifeguard	Required whenever the pool cover is open, even with no one swimming. On duty from one hour before the cover opens until it is closed and secured. EOR-approved provider — EOR can point you to one.	30 days prior
Shuttle	Required from all guest lodgings. Vehicles max 28 feet. EOR-approved provider.	30 days prior
Alcohol Provider	Required if alcohol is served. No self-service permitted. EOR-approved, licensed, and insured. ABC license/permit required.	30 days prior
Babysitter	Required if any guest under 12. One non-guest adult per five minors. No alcohol or impairing substances on day of event.	30 days prior
Restroom Provider	Required. The client provides temporary restroom facilities for all guests and vendors — EOR has no restrooms available for event use, including those in the Oak Villa, Oak Spa House, and Oak Barn. Units placed where EOR directs, kept clean and monitored through the event, and removed before end of Term. EOR-approved provider.	30 days prior

VENDORS & INSURANCE — WHAT YOU NEED TO KNOW

EOR requires the actual endorsement documents, not just a certificate reciting them. Vendors and their agents have almost certainly seen these requirements before — most venues simply do not hold them to it, so please tell them up front that EOR does. The exact language is set out in the checklist section of this package and can be given to any agent as written.

All Certificates of Insurance are due 30 days before the Event, and under the Agreement the Event cannot commence until they are on file. EOR may also raise required limits at any time, in which case the client and vendors have 48 hours to comply. EOR's receipt or review of a certificate is not approval of it — obtaining coverage that meets these requirements rests with the vendor and the client.

If a vendor cannot get compliant coverage through their existing carrier, direct them to [The Event Helper](#) before passing on them. They can issue a compliant CGL policy in minutes, and EOR receives the certificate automatically. Please note: [The Event Helper](#) provides CGL policies only — workers' compensation and commercial auto require separate coverage.

For your clients' day-of event insurance, [Nuptial](#) is EOR's partner — that coverage is obtained separately by the client and is not the same as vendor COIs.

Key Contacts

Role	Name / Contact	Scope
Venue Event Specialist	specialevents@eagleoakranch.com (805) 892-8035	All property-related matters, vendor qualification, on-site authority
Event Coordinator	You	Event timeline, vendor management, vendor parking and logistics, guest flow, day-of execution

Resource	Who It's For	Link
The Event Helper EOR Partner	Vendors who need a compliant CGL policy — fast, affordable, EOR requirements pre-loaded, certificate sent to EOR automatically	theeventhelper.com/#4cltst
Nuptial EOR Partner	Clients — required day-of event insurance (obtained separately by the client; not a vendor COI)	eagleoakranch.com/day-of-event-insurance

COORDINATOR MILESTONE TIMELINE

The milestone deadlines from booking through the day of the event. Each one is a requirement of the Agreement unless noted otherwise.

Phase	Required Actions
At Booking Day 0	– Confirm receipt of your unique EOR-provided Aisle Planner link — this is your central hub for all document submissions and tracking – Review this entire on-boarding package — everything you need is here – Sign and return the last page of the on-boarding package – Participate in the on-boarding meeting with the Venue Event Specialist – Begin vendor outreach — ask the Venue Event Specialist for the Approved Vendor List
90 Days Prior ~3 Months Out	◆ ◆ DEADLINE: Signed coordinator contract with client uploaded to Aisle Planner – Confirm all required vendors are contracted: Valet, Security, Shuttle, Restroom Provider, Alcohol Provider, and Lifeguard (if the pool cover will be opened at any point during the Term) – Begin working with client on event timeline draft – Confirm rehearsal date and time with the Venue Event Specialist — written consent required – Confirm with the Venue Event Specialist that your coordinator contract has been received – Begin collecting vendor contracts and COIs — all are due at 30 days – Check which of your vendors already hold Approved Vendor status — any vendor new to Eagle Oak Ranch must sign a Master Vendor Release and complete a walkthrough with venue staff at least two weeks before their first event here

**60 Days Prior
~2 Months Out**

- ◆ ◆ **DEADLINE: Damage Deposit due from client to EOR — the greater of 10% of the Fee, \$2,500, or an amount EOR sets; refundable within 14 business days after the Event absent damage (EOR will send the invoice through Aisle Planner)**
 - If your coordinator contract has still not reached EOR by this point, the Agreement allows EOR to engage a coordinator on the client's behalf and charge the client at standard market rate
- ◆ ◆ **DEADLINE: Your own Certificate of Insurance submitted to your EOR-provided Aisle Planner folder**
- ◆ ◆ **DEADLINE: Your signed Master Vendor Release and Acknowledgment submitted to your EOR-provided Aisle Planner folder, if one is not already on file**
- ◆ ◆ **DEADLINE: Design Vision Deck & Rigging CAD submitted to Aisle Planner — written EOR approval required before any rigging, draping, chandeliers, or string lighting may proceed**
 - Upload vendor contracts and COIs as they come in — partial submissions are accepted and reviewed as received
 - Chase any outstanding COIs from vendors confirmed at 90 days — Valet, Security, Shuttle, Restroom Provider, Alcohol Provider, and Lifeguard (if applicable) should all be in or in progress
 - Confirm vendor load-in schedule and parking plan with the Venue Event Specialist
 - Build vendor access inside the standard windows: setup the day before (if approved) 9:00 AM–5:00 PM and day-of after 8:00 AM; breakdown the night of the event until 11:00 PM and the day after 8:00 AM–4:00 PM. Anything outside those windows needs written approval at least one week ahead
 - Confirm shuttle routes and lodging for guest transportation
 - Submit vendor parking and guest parking management plan to Aisle Planner

30 Days Prior ~1 Month Out	◆ ◆ DEADLINE: All required documents submitted to your EOR-provided Aisle Planner folder — this includes your complete event timeline, vendor install and strike schedules → Complete vendor list with on-site rep name, email, and cell phone → Final EOR-approved Event Timeline → All Certificates of Insurance (client and every vendor) → Signed contracts: Valet, Security, Shuttle, Restroom Provider, Alcohol Provider, Babysitter, Lifeguard (each if applicable) → Master Vendor Release and Acknowledgment on file for every vendor, plus a signed Event Authorization Form for this event → All required permits and licenses: ABC license/permit, RBS certifications, caterer health permit and California Food Handler cards, FAA Part 107 with the drone scheduled on the UAV Schedule (if drone), and any other permit required by law or contract – Any vendor whose COI or contract is not yet uploaded — under the Agreement, the Event cannot commence until all Certificates of Insurance are on file – Confirm all vendors have named all EOR entities as Additional Insured — see the certificate requirements in this package – Confirm EOR has approved every vendor and any other non-guest attendee — under the Agreement all must be approved at least 30 days prior – Confirm final guest count in writing with EOR — changes to contracted spaces or guest count require EOR confirmation – Distribute final event timeline to all vendors, with EOR copied – Remind the client that the final 50% of the Fee is due to EOR no later than 14 business days before the Event
7 Days Prior Final Week	– Confirm rehearsal logistics with the Venue Event Specialist – Confirm ceremony site with the Venue Event Specialist – Reconfirm all vendor arrival windows align with EOR-approved Event Timeline – Review all vendor load-in and load-out windows against the Term — anything outside the Term requires prior written EOR consent and triggers the Additional Load-In/Load-Out Fee (\$750/hr) or Extended Day Fee (\$750/hr) – Confirm valet staging location and Security personnel count – Ensure client has reviewed the alcohol policy and bridal/groom suite rules – Confirm with the client that the final 50% of the Fee has been paid — it was due to EOR no later than 14 business days prior
Rehearsal Day Before	– Arrive at EOR-confirmed rehearsal time – Direct wedding party to designated ceremony site — stay within approved Event Space – Complete rehearsal within the time agreed in the EOR-approved Event Timeline – Confirm bridal suite and groom suite opening times with the Venue Event Specialist

Day of Event Event Day	– Arrive before vendor load-in begins – Manage all vendor check-in at the gate — each vendor checks in with the Venue Event Specialist on arrival and again before departing – Confirm valet is operational by 1 hour before event or 3:00 PM (whichever is earlier) – Bridal suite: open at 12:30 PM (wedding party only, no minors, no shared suites) – Groom suite: open at 2:00 PM (no minors permitted) – Ensure bar closes ≥30 minutes before event end time – Music/amplification off by 10:00 PM by default — extensions can be arranged in advance with prior written EOR consent (Extended Day Fee of \$750/hr applies); San Luis Obispo County noise and light limits always govern. The Coordinator monitors sound levels through the evening and directs vendors to reduce them as needed – Complete walk-through of Event Space with the Venue Event Specialist at event conclusion – Complete walk-through of full Premises with the Venue Event Specialist before end of Term – Remain on-site until ALL guests and vendors have departed
End of Term Load-Out	– Ensure all vendors have removed their equipment, materials, and trash from Premises – Confirm all vendor rental equipment is off grass areas – Confirm all motorized vehicles have been removed – Confirm all trash is double-bagged and, where EOR has permitted use of the designated dumpster, placed in it — anything that does not fit is taken off the Premises before end of Term – Ensure Event Space is returned to original condition

REQUIRED DOCUMENTATION CHECKLIST

Everything below is required under the Agreement, and the endorsements must be provided as actual endorsement documents attached to the certificate. Most venues do not enforce this, so alert vendors and their agents early. The exact certificate language is included so it can be passed to them as written. Everything is due in your Aisle Planner folder 30 days before the Event, with your own coordinator contract, COI, and Master Vendor Release due at 60 days.

Documents to Submit to Your EOR-Provided Aisle Planner Folder

- ☐ **Signed Coordinator-Client Contract** — due to EOR 90 days prior (60-day backstop: EOR may arrange coordination at standard market rate if not received)
- ☐ **Coordinator Certificate of Insurance** — Your own COI — same requirements as all vendors (see language below)
- ☐ **Coordinator Master Vendor Release and Acknowledgment** — Executed by you personally — due with your COI, no later than 60 days prior
- ☐ **Design Vision Deck & Rigging CAD** — Due 60 days prior — written EOR approval required before any rigging, draping, chandeliers, or string lighting may proceed
- ☐ **EOR Emergency Action Plan** — Attached as Exhibit B — review it, post it, distribute it to every vendor, and upload your acknowledgment to Aisle Planner
- ☐ **Complete Vendor List** — On-site rep name, email, and cell for every vendor
- ☐ **EOR-Approved Event Timeline** — Must receive written approval from the Venue Event Specialist before distributing to vendors
- ☐ **Client Certificate of Insurance** — Purchased through Nuptial — eagleoakranch.com/day-of-event-insurance
- ☐ **Valet COI + Auto Liability** — Valet must have a \$1M 'any auto' Commercial Auto Policy + Garagekeepers (\$100K per auto / \$500K per occurrence)
- ☐ **Security COI**
- ☐ **Restroom Provider COI**
- ☐ **Lifeguard COI** — If the pool cover will be opened at any point during the Term
- ☐ **Alcohol Provider COI + Liquor Liability** — Alcohol Provider must have \$2M liquor liability
- ☐ **Alcohol Provider ABC License / Permit** — Required if alcohol is sold or served — copy to be uploaded no later than 30 days prior
- ☐ **Alcohol Provider RBS Certification** — Required for all bartenders and servers handling alcohol
- ☐ **Caterer California Food Handler Cards** — Required for all catering staff handling food — upload no later than 30 days prior
- ☐ **Shuttle Provider COI + Auto Liability** — If applicable
- ☐ **Babysitter Agreement / COI** — If any guest under age 12
- ☐ **Caterer COI**
- ☐ **Photographer / Videographer COI** — Must grant EOR irrevocable marketing license to event media

- ☐ **DJ / Band COI** — Sound engineer required for live bands
- ☐ **Floral / Décor Vendor COI**
- ☐ **Rental Company COI**
- ☐ **Photo Booth COI** — If applicable — must be placed on hardscaped surface only
- ☐ **Drone Operator COI + FAA Part 107 License** — If applicable — requires prior EOR written approval
- ☐ **Master Vendor Release and Event Authorization Form** — Master Release on file for each vendor (signed once); Event Authorization Form signed for this event

OFFICIANT COI EXEMPTION: Officiants performing cultural, legal, or religious ceremonies are the only vendors exempt from the insurance requirements. The Master Vendor Release and Acknowledgment is still required.

C E R T I F I C A T E O F I N S U R A N C E I N F O R M A T I O N

The requirements below are exact. A certificate that does not match them, or that arrives without the actual endorsements attached, cannot be accepted. Obtaining compliant insurance is the vendor's responsibility and the client's, and EOR's receipt or review of any certificate is not approval of it.

Certificate Holder

Eagle Oak Ranch Estate, LLC
5750 Eagle Oak Ranch Way
Paso Robles, CA 93446

Minimum Coverage Limits

- ☐ Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- ☐ Automobile Liability (if applicable): \$1,000,000 combined single limit
- ☐ Garagekeepers (Valet vendors): \$100,000 per auto / \$500,000 per occurrence
- ☐ Liquor Liability (if applicable): \$1,000,000 (vendors) / \$2,000,000 (direct service)
- ☐ Workers' Compensation (if applicable): Statutory limits
- ☐ Employer's Liability (if applicable): \$1,000,000 each

Additional Insureds — Exact Wording Required

Eagle Oak Ranch Estate, LLC, The Patti Mahaffey Trust dated February 6, 1996, the Michael D. Mahaffey Testamentary Trust dated July 6, 1996, and their respective members, officers, directors, employees, independent contractors, subcontractors, agents, volunteers, heirs, successors, assignees, trustees, and owners.

The Following Endorsements Must Be Provided

The three items below — the Additional Insured endorsements, Primary and Non-Contributory language, and Waiver of Subrogation — are what most carriers do not add automatically. All three are required on every certificate, in the exact language provided above and below.

- ☐ ISO CG 20 37 (10 01) — Additional Insured
- ☐ ISO CG 20 10 (10 01) OR CG 20 33 (10 01) — Additional Insured
- ☐ Waiver of Subrogation in favor of: Eagle Oak Ranch Estate, LLC, The Patti Mahaffey Trust dated February 6, 1996, the Michael D. Mahaffey Testamentary Trust dated July 6, 1996, and their respective members, officers, directors, employees, independent contractors, subcontractors, agents, volunteers, heirs, successors, assignees, trustees, and owners
- ☐ Primary and Non-Contributory — the endorsement must include this exact language: "It is agreed that such insurance as is afforded by this policy for the benefit of the additional insured shown shall be primary insurance, and any other insurance maintained by the additional insured(s) shall be excess and non-contributory."



Additional Notes

Alterations, modifications, or exclusions of completed operations coverage are not acceptable, including any such wording added under the Additional Insured endorsement. A certificate carrying that limitation does not comply and will need to be reissued.

- ☐ AM Best Rating: A VI or better
- ☐ Cancellation Notice: 30 days written notice
- ☐ Defense Costs: In addition to policy limits
- ☐ General Aggregate: Must apply separately per event
- ☐ Occurrence Form: ISO CG 00 01 (edition no earlier than 10/01)
- ☐ No alterations or exclusions to completed operations coverage

R U L E S & R E G U L A T I O N S Q U I C K R E F E R E N C E

These guidelines apply to everyone on the Premises and are incorporated into the Agreement. They exist for the safety of guests and the preservation of a working estate. Please share them with your vendors and the wedding party in advance.

Property & Guest Conduct

- All guests and vendors must remain within the contracted Event Space at all times
- The Oak Villa is private. Wedding party members not lodging there may access it to get ready and to retrieve belongings at the end — that is the full scope. All other guests and vendors stay out, and the Coordinator holds that boundary for the duration of the event
- No access to olive orchards, equestrian areas, or pastures without written EOR consent
- No interaction with any animals on the Premises (domestic, livestock, or wild)
- Service animals are always welcome. Any other animal requires EOR's written consent in advance — there are working livestock and horses on the property
- EOR does not provide golf carts, UTVs, or other vehicles for guests, the wedding party, or vendors — the terrain is steeper and less forgiving than it appears. Where a client's Agreement provides for a vehicle, EOR personnel operate it at times EOR arranges. Transportation questions go to the Venue Event Specialist
- There is a swimming pool with an attached in-ground spa (together, the "Pool") and a pond on the Premises. The Agreement does not include use of either, and no one enters the water. Under the Agreement the client is responsible for making guests aware that both are here
- The Pool cover is a safety device, not a surface. Only EOR personnel operate it, no one steps or stands on it, and nothing is placed on it — this applies to photographers, florists, and rental vendors staging equipment
- Any time the cover is open — even for photographs, with no one swimming — a Lifeguard is on duty, from one hour before it opens until it is closed and secured. The client engages the Lifeguard from an EOR-approved provider. If opening the cover is under consideration, the Venue Event Specialist can explain what it requires
- When no Lifeguard is on duty, the cover stays closed and secured and Security keeps guests out of the fenced compound around the Oak Villa — everyone other than those lodging there under a Lodging License
- The Lifeguard may direct any person away from the Pool and may have the cover closed at any time in the interest of safety. That direction is final, and the Coordinator and Security enforce it
- Children are absolutely welcome — we just ask that a dedicated babysitter (one non-guest adult per five children under 12) is in place so the little ones are well looked after and parents can be fully present
- Smoking only in EOR-designated areas, monitored by dedicated Security
- No e-cigarettes or vaping inside the Oak Villa

Music, Lighting & Noise

- All music and amplification must cease by 10:00 PM by default. The party can continue — with prior written EOR consent, coordination with the Venue Event Specialist, and payment of the Extended Day Fee (\$750/hr) — but San Luis Obispo County noise and light limits always govern.

San Luis Obispo County noise and light limits always govern.

Extensions past 10:00 PM require prior written EOR consent and coordination and carry the Extended Day Fee (\$750/hr). Requests go to the Venue Event Specialist.

- No flashing lights, loudspeakers, or other media audible or visible outside Event Space after 10:00 PM
- Live bands must have a sound engineer on site managing levels
- The Coordinator monitors sound levels throughout the event and keeps music vendors, bands, and DJs within the county limits. The Venue Event Specialist may also check levels with a meter, but that is EOR's own quality control and does not shift responsibility — compliance stays with the client and the vendors
- Any direction from the Venue Event Specialist to reduce sound is followed promptly, by the Coordinator and by the vendor
- Wi-Fi is not available on the Premises
- Vendors must bring their own extension cords; surge protectors are strongly recommended

Décor & Installations

- No feather boas, confetti, glitter, rice, balloons, or fog machines — at all
- No fake flowers, fake greenery, or fake petals
- No open flames except candles approved in writing; no sparklers or matches
- No drilling, nailing, screwing, painting, or any alteration to the Premises
- Written consent required to hang décor from any tree or structure
- Written consent required for string lighting, chandeliers, or draping
- Photo booths must be placed on hardscaped surfaces only; vendor provides electricity

Alcohol

- No self-service of alcohol at the Event — a licensed, insured, EOR-approved Alcohol Provider is required to receive, control, and serve all alcohol on the Premises. Self-service is permitted inside the Lodging Accommodations before guests arrive and at any time the client is licensed to lodge there
- Bar must close at least 30 minutes before the event end time
- All guests must be ID'd; underage service results in immediate bar closure
- Catering service begins 30 minutes before event start, and the caterer provides one meal for the Venue Event Specialist — include it in the final counts
- Service rules that apply to the bar vendor: no shots; beverages in clear plastic containers, except that glass is permitted at tables; alcohol served alongside food; a kegerator or keg refrigerator for any keg; and no outside alcohol brought onto the Premises
- Alcohol Provider-managed event product may not be taken into the Oak Villa after bar close — it remains in locked storage until removed from the Premises at end of Term. This applies regardless of whether clients are lodging in the Oak Villa. Any personal stock a lodging client maintains privately within the Oak Villa is a separate matter governed by their lodging arrangement and the Facilities Use Agreement
- No alcohol outside designated event areas or in parking areas
- No alcohol consumption by any vendor or coordinator during the Term
- ABC license or permit — and RBS (Responsible Beverage Service) certification for all bartenders and servers — must be on file in Aisle Planner no later than 30 days prior to the Event

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Alcohol at the Event is received, controlled, and served exclusively by the licensed, EOR-approved Alcohol Provider — no guest self-service. What a lodging client keeps and pours privately inside the Lodging Accommodations is a separate matter, governed by their lodging arrangement. At bar close (30 minutes before event end), all remaining product goes to a locked storage space coordinated in advance by the Alcohol Provider, Coordinator, and EOR. Only the Coordinator and EOR hold access to that space after close. Before end of Term, the Coordinator confirms all alcohol is out of storage and off the Premises. No one may bring alcohol onto the Premises or distribute it outside of the Alcohol Provider's service.

Vendors

- All vendors must check in with the Venue Event Specialist upon arrival
- Vendors must use the designated vendor area for personal belongings
- Vendors are responsible for clean-up of their own materials and trash
- Vendors remove their own trash, boxes, and packaging from the Premises. Where EOR permits use of the designated dumpster, waste is double-bagged and packaging broken down, and anything that does not fit leaves with the vendor
- All vendor rentals off grass areas by the time noted in the EOR-approved Event Timeline
- Motorized vehicles over 28 feet are not permitted on the Premises
- No alcohol or illegal substances consumed by any vendor during the Term

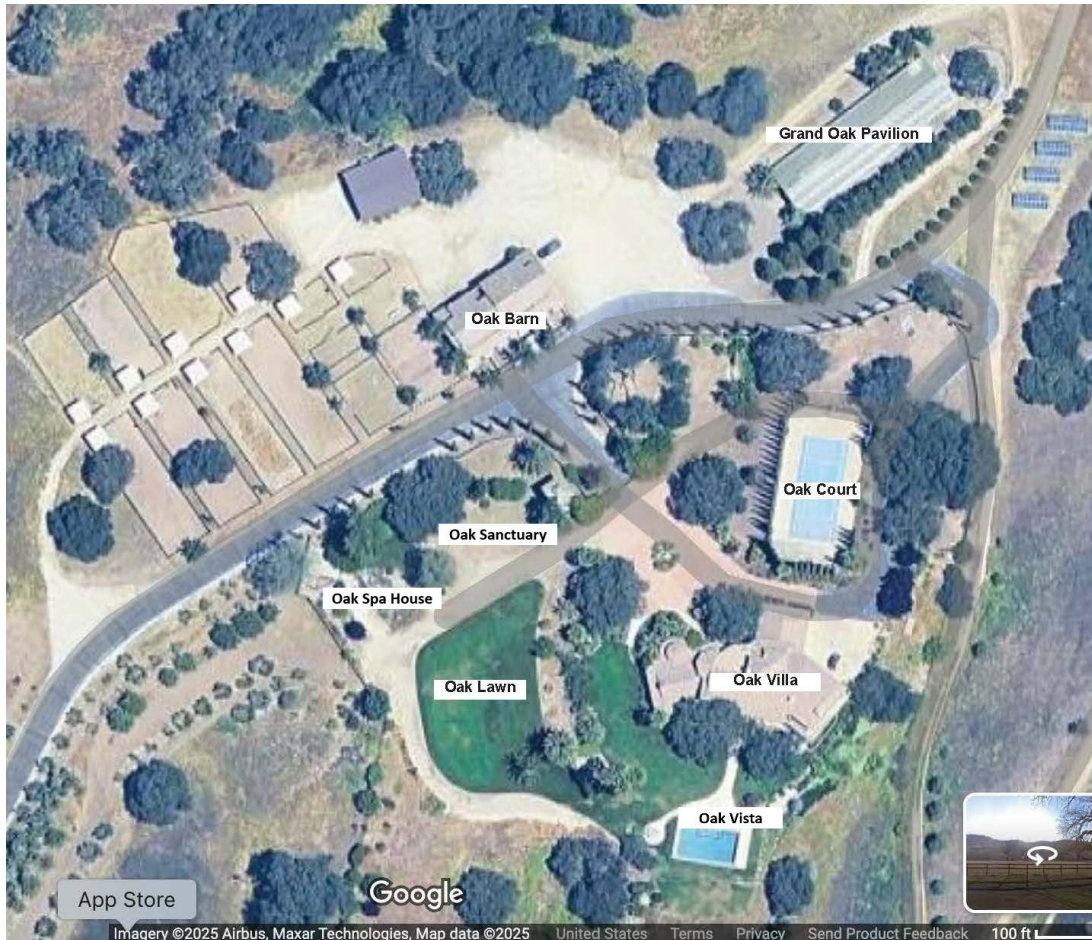
Photography, Videography & Drones

- Drones require prior EOR approval and FAA Part 107 certification
- Photographer and videographer contracts must include a non-exclusive, perpetual, irrevocable, worldwide, royalty-free license for EOR to use event imagery and footage for marketing — a condition of the Agreement. Vendors always receive credit, and EOR has standard language available on request

Any guest situation goes to the client and the Venue Event Specialist immediately. Under the Agreement, EOR may direct Security to remove a guest who ignores direction or the Rules and Regulations, and may suspend bar service until the situation is resolved — raising it early is what keeps it from reaching that point.

E X H I B I T A
PROPERTY SITE MAP

Eagle Oak Ranch — 5750 Eagle Oak Ranch Way, Paso Robles, CA 93446



Site Walk-Through

A full property walk-through with the Venue Event Specialist is required at your first planning meeting, covering vendor load-in routes, ceremony and reception site options within your contracted spaces, emergency access points, parking, restroom placement, and the location of the bridal and groom suites, vendor room, catering prep area, smoking area, and dumpster. Request it when you schedule your first planning call.

DAY - OF PROTOCOLS

Emergency & Safety Protocols

- The EOR Emergency Action Plan is attached as Exhibit B and is in your Aisle Planner folder. It is to be reviewed before the event, posted at the bar, the DJ booth, and the coordinator station, and distributed to every vendor. EOR does not employ event staff, so emergency response runs through the Coordinator, Security, and contracted vendors. The Venue Event Specialist will review the plan with you at on-boarding
- EOR does not provide medical staff, an AED, or a first aid kit. In a medical situation, call 911 first, then notify the Venue Event Specialist. Eagle Oak Ranch is rural, with limited cellular reception in parts of the property — cell signal at key locations is confirmed at the site walk-through
- Designate an EMS Guide before the event: someone who holds the gate code, meets emergency services at the main gate on Eagle Oak Ranch Way at Geneseo Road, and brings them directly to the scene. The gate code, EMS access route, and assembly point are entered on Exhibit B at your site walk-through — the Venue Event Specialist provides all three
- Any incident on the Premises — medical, property damage, guest injury, or security — requires the EOR Incident and Event Report within 24 hours, through the QR code in Exhibit B, with EOR's authorized representative notified immediately of anything serious. Do not transport an injured person in a private vehicle unless the dispatcher directs it, and do not admit fault or promise payment

Arrival & Vendor Load-In

- Arrive before first vendor load-in window begins
- Gate opens at the time set in the approved Event Timeline — vendors arriving early wait at the gate until then
- Each vendor checks in with the Venue Event Specialist individually on arrival — required under the Agreement, and how EOR confirms everyone on the approved list
- The Oak Villa is not open to all event guests or vendors — access limits are noted in the property guidelines. Check in with the Venue Event Specialist at the start of the day to confirm the arrangement for this specific event
- Direct vendors to the parking and unloading areas EOR designates, per the EOR-approved Event Timeline — vendor parking and logistics are the Coordinator's to run
- Valet must be operational and all non-valet vehicles cleared 1 hour before the event (or by 3 PM, whichever is earlier) — valet continues through 1 hour after the event ends
- One exit vehicle may be parked on the concrete driveway inside the Oak Villa compound

Bridal & Groom Suite Protocols

- Bridal Suite opens at 12:30 PM — wedding party only, no minors, no cross-suite access
- Groom Suite opens at 2:00 PM — no minors permitted at any time
- After the ceremony, Groom Suite closes; only bride and groom may use the Bridal Suite
- Personal items of guests must be removed from suites at conclusion of ceremony
- Items left behind will be collected by you and held until end of evening
- Nursing guests may use Bridal Suite only with EOR or Security permission, at a time when access is possible

Weekend Buyout / Oak Villa Lodging Guests: These suite opening times apply to single-day events only. If your clients are lodging in the Oak Villa as part of a full weekend or full week package, the bridal and groom suite protocols do not apply in the same way — suite access is coordinated directly with the Venue Event Specialist based on the client's lodging schedule. Confirm the specifics at your first planning meeting.

Guest Arrival

- All guests directed to designated Ceremony Site upon arrival
- Early-arriving guests wait at Ceremony Site — not in suites
- The Babysitter assumes care, custody, and control of every child under 12 from the moment they arrive — this is a safety requirement on a working estate, not a courtesy
- Catering must begin service ½ hour prior to event start time

End of Event & Walk-Throughs

- Event ends at the time in the EOR-approved Event Timeline, regardless of Term expiration time
- Once the event ends, the remaining Term is for clean-up and restoring the space to its condition at the commencement of the Term
- Complete walk-through of Event Space with the Venue Event Specialist at event conclusion
- Complete walk-through of entire Premises with the Venue Event Specialist before end of Term
- The Coordinator remains on-site until all guests and vendors have departed, and completes the final walk-through with the Venue Event Specialist
- All trash double-bagged and, where EOR has permitted use of the designated dumpster, placed in it — anything that does not fit is removed from the Premises before end of Term
- All alcohol out of the locked storage space and off the Premises before end of Term, ahead of the final walk-through
- Any motorized vehicles remaining after Term ends will trigger the Extended Term Fee (\$250/hour, prorated) — this accrues until every vehicle is removed. The same fee applies to any consented occupancy of the Lodging Accommodations before or beyond the Term

Fees and What Triggers Them

These fees exist because the situations that trigger them create real costs for the property. The triggers are below.

Fee	Rate	Trigger	How You Prevent It
Extended Term Fee	\$250/hr (prorated)	Motorized vehicles left on Premises after Term expires, or occupancy of the Lodging Accommodations before or beyond the Term with EOR's written consent	Stagger vendor load-out; confirm valet clears all vehicles before Term end
Extended Day Fee	\$750/hr (prorated)	Any use of the Premises outside the Standard Event Day (10 AM–10 PM) — requires prior written EOR consent	Extensions past 10:00 PM require prior written EOR consent and coordination; San Luis Obispo County noise and light limits always govern
Additional Load-In / Load-Out Fee	\$750/hr (prorated)	Vendor load-in before Term start or load-out after Term end — requires prior written EOR consent	All vendor arrivals and departures scheduled within the Term
Trash Hauling / Recycling Fee	\$1,000 minimum	Trash overflowing the onsite dumpster at the conclusion of the Term	Double-bag waste, break down packaging, and haul off anything that does not fit before the Term ends

The hourly fees are prorated, and all of these come out of the Damage Deposit first. Where a vendor's timing might fall outside the Term, the Venue Event Specialist can confirm in advance whether written consent is needed.

We are here to support you.

Our Venue Event Specialist is your partner every step of the way.

Questions? Reach us any time at specialevents@eagleoakranch.com or (805) 892-8035. We are always happy to help.

eagleoakranch.com

E X H I B I T B

Emergency Action Plan

Post at: Bar • Office • DJ Booth • Coordinator station • Distribute to all Licensee vendors prior to each event.



VENUE NAME: Eagle Oak Ranch
STREET / LANDMARK: Eagle Oak Ranch Way / Geneseo Road
ASSEMBLY POINT: _____
EMS GATE ENTRY: Eagle Oak Ranch Way / Geneseo Road

Property Reference Only. Eagle Oak Ranch Estate, LLC does not employ event staff and assumes no duty to provide emergency response, medical assistance, or any other care. All emergency response is the sole responsibility of Licensee's Coordinator, Security, and contracted vendors.

MEDICAL EMERGENCY RESPONSE

- CHECK** Scene safe. Check responsiveness and breathing.
- CALL 911** Unresponsive, not breathing, chest pain, trouble breathing, seizure, suspected stroke, severe bleeding, allergic reaction, severe intoxication, pregnancy complication, head or neck injury, or any uncertainty.
- CARE** CPR only if trained. Follow 911 dispatcher instructions. Do not move patient unless in immediate danger. **Do not provide medical supplies of any kind.**
- GUIDE** Designated vendor meets EMS at main gate. Open gate, clear path, escort EMS directly to patient. Gate code: _____
- DOCUMENT** Coordinator completes EOR Incident Report within 24 hours. Notify EOR's authorized representative immediately of any serious injury, death, or law enforcement involvement.

Use this QR code to access the EOR Incident Report form — Coordinator completes after the person is stable and receiving care, ideally with a witness present.



911 CALL SCRIPT

"I need to report a medical emergency at **Eagle Oak Ranch**.
Address: **5750 Eagle Oak Ranch Way, Paso Robles, CA 93446**.
Nearest landmark: *Geneseo Road*.
Patient: approx. age _____, symptoms: _____.
Conscious / breathing? _____. Bleeding? _____.
Someone will meet you at the **main gate**.
Call-back number: _____.

I will stay on the line."

PROPERTY INFORMATION

FULL ADDRESS 5750 Eagle Oak Ranch Way, Paso Robles, CA 93446

NEAREST LANDMARK Geneseo Road

GATE CODE _____

EMS ACCESS ROUTE _____

ASSEMBLY POINT _____

NEAREST HOSPITAL Twin Cities Community Hospital, Templeton — approx. 15-20 mi.

SLO COUNTY SHERIFF 805-781-4550 (non-emergency)

CAL FIRE / SLO 805-781-5950 (non-emergency)

EOR provides this document as a property reference only. EOR does not employ event staff. Emergency response, crowd management, and all incident coordination are the sole responsibility of Licensee's Coordinator, Security, and contracted vendors per the Facilities Use Agreement.

OTHER EMERGENCIES — QUICK GUIDE

FIRE / SMOKE / WILDFIRE

- Call 911 immediately
- Announce calm evacuation
- Go to designated assembly point
- Account for all guests & vendors
- Keep fire lanes clear for apparatus
- No re-entry until cleared by Fire

SEVERE WEATHER / RED FLAG

- Move guests indoors or to shelter
- Lightning: wait 30 min after last strike
- Extreme heat: water, shade, monitor guests
- High wind: clear trees and temp structures
- Red flag: EOR may order evacuation
- Monitor SLO County alerts throughout event

ACTIVE THREAT

- **RUN** — evacuate if safe to do so
- **HIDE** — lock / barricade, silence phones
- **FIGHT** — only as absolute last resort
- Call 911 when safe; leave line open
- Do not confront armed individuals
- Meet law enforcement with hands visible

When in doubt — call 911. | Do not transport injured persons in private vehicles unless instructed by dispatcher. | Do not admit fault or promise payment.
Eagle Oak Ranch Estate, LLC does not employ event staff and assumes no duty to provide medical assistance, emergency response, or supplies of any kind. •
Review and redistribute prior to each event. • Confidential / Vendor Use Only.



Coordinator Acknowledgment

By signing below, I confirm that I have read and understand this Coordinator On-Boarding Package, the Eagle Oak Ranch Facilities Use Agreement, and the Rules and Regulations attached thereto, and agree to perform my duties as coordinator in accordance with these requirements.

Coordinator Signature

Date

Coordinator Printed Name & Company

Event Date