



MASTER VENDOR RELEASE AND ACKNOWLEDGMENT

This Master Vendor Release and Acknowledgment (the "**Release**") is executed on _____ ("**Effective Date**") by _____ ("**Vendor**") to establish an ongoing relationship with Eagle Oak Ranch Estate, LLC ("**Eagle Oak Ranch**") for the provision of services at events held at the Premises.

VENDOR INFORMATION

Vendor Business Name: _____
Business Address (Street, City, State, Zip Code): _____
Contact Name: _____
Phone: _____
Email: _____
Federal Tax ID/SSN: _____

Service Category (Check All That Apply):

☐ Event Coordinator ☐ Security ☐ Valet ☐ Lifeguard ☐ Catering ☐ Photography ☐ Videography
☐ Floral ☐ Music/DJ ☐ Lighting ☐ Rentals ☐ Transportation/Shuttle ☐ Babysitter ☐ Other: _____

ACKNOWLEDGMENTS AND CONDITIONS OF ACCESS

In consideration of being permitted to enter and provide services at Eagle Oak Ranch located at 5750 Eagle Oak Ranch Way, Paso Robles, CA 93446 (the "Premises"), Vendor acknowledges, understands, and agrees to the following:

1. Master Agreement Terms.

- a. **Term and Renewal.** This Release shall become effective on the Effective Date and shall remain in effect until terminated by either party. This Release applies to all events at which Vendor provides services at the Premises during the term of this Release.
- b. **Approved Vendor Status.** Subject to Vendor's compliance with all requirements herein, including maintenance of current insurance as required in Section 3, Vendor shall be included on Eagle Oak Ranch's Approved Vendor List. Vendors not on the Approved Vendor List may not provide services at the Premises.
- c. **Suspension of Approved Status.** Eagle Oak Ranch may immediately suspend Vendor's Approved Vendor Status upon: (i) lapse or cancellation of required insurance; (ii) failure to provide updated insurance documentation within ten (10) days of request; (iii) violation of any provision of this Release; or (iv) receipt of substantiated complaints regarding Vendor's services or conduct.
- d. **Termination.** Either party may terminate this Release with thirty (30) days written notice to the other party. Eagle Oak Ranch may terminate this Release immediately for cause, including but not limited to Vendor's breach of any provision herein. Termination shall not affect Vendor's obligations for any events occurring prior to the effective date of termination, and the release, indemnification, and insurance provisions shall survive termination.
- e. **Event-Specific Authorization.** Vendor's inclusion on the Approved Vendor List authorizes Vendor to provide services at events where Vendor has been engaged by a Client/Event Host. Vendor must confirm each event with Eagle Oak Ranch and comply with all scheduling and access requirements.

2. Relationship Acknowledgment.

- a. Vendor understands that Vendor will be engaged and paid by Client/Event Hosts, NOT by Eagle Oak Ranch Estate, LLC.
- b. Vendor acknowledges that Eagle Oak Ranch is not responsible for: (i) payment for Vendor's services; (ii) disputes between Vendor and any Client; (iii) quality or completion of Vendor's services; or (iv) Vendor's equipment, materials, or personal property.
- c. Vendor understands that access to the Premises is solely for providing services to Clients and is conditional upon compliance with all requirements in this Release.

3. **Property Hazard Acknowledgment and Assumption of Risk.** Vendor has been informed and acknowledges the following hazards exist on the Premises:
- Water Hazards.** There is an unfenced swimming pool and an unfenced pond on the Premises. No swimming or water activities are permitted. Bodies of water are inherently dangerous. Vendor is responsible for maintaining safe distance from all water features and ensuring all team members do the same.
 - Agricultural and Natural Hazards.** The Premises has active orchard, equestrian, and cattle operations, and portions of the Premises may be occupied for residential purposes. Natural hazards exist on the Premises, including domestic and wild animals, snakes, and insects, including bees. Owner is not responsible for the actions of any animals or insects on the Premises. Vendor shall not interact with, touch, feed, or otherwise engage with any animals on the Premises without express written consent.
 - Access Hazards.** The roads to and from the Premises are predominantly without cellular reception, unlit, frequented by wild animals, and potentially challenging to navigate.
 - Assumption of Risk.** Vendor voluntarily assumes all risks, known and unknown, associated with entering and working on the Premises, including but not limited to risks arising from the hazards described above. Vendor further acknowledges that Eagle Oak Ranch may make changes, repairs, renovations, and improvements to the Premises at any time, and Vendor accepts the Premises in its condition as of each event.
4. **Insurance Requirements.** Vendor acknowledges that VENDOR WILL NOT BE PERMITTED ON THE PREMISES AND WILL NOT BE INCLUDED ON THE APPROVED VENDOR LIST without providing proof of the following insurance. Insurance must be provided upon execution of this Release and renewed annually thereafter. Updated certificates of insurance must be provided to Eagle Oak Ranch no later than ten (10) days prior to the expiration of any policy.
- Commercial General Liability Insurance.** Vendor shall obtain and maintain commercial general liability insurance with limits not less than One Million Dollars (\$1,000,000) per occurrence and general aggregate limits not less than Two Million Dollars (\$2,000,000). Coverage must include: (i) premises and operations; (ii) products and completed operations; (iii) blanket contractual liability; (iv) personal injury and advertising injury; (v) independent contractors. Insurance must be written on ISO occurrence form CG 00 01 (with an edition date no earlier than 10/01), or equivalent form. Defense costs must be in addition to policy limits. General Aggregate Limit must apply separately to each event.
 - Additional Insured Requirement.** All policies except Workers' Compensation must name as Additional Insureds: "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."
 - Additional Requirements.** (i) ISO Additional Insured endorsements CG 20 37 (10 01) and either CG 20 10 (10/01) or CG 20 33 (10/01), or endorsements providing equivalent coverage are required; (ii) Insurance must be primary and non-contributory with the following language: "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"; (iii) Waiver of Subrogation endorsement required in favor of Additional Insureds; (iv) Thirty (30) days written notice of cancellation required; (v) Insurer must have minimum AM Best Rating of A VI or better; (vi) Alterations, modifications, or exclusions of completed operations hazards are not acceptable.
 - Special Coverage Requirements (if applicable).**
 - Automobile Liability (required for Valet and Transportation vendors): Minimum \$1,000,000 combined single limit for bodily injury and property damage, applying to all owned, leased, hired, and non-owned automobiles.
 - Workers' Compensation & Employer's Liability (if Vendor has employees): Workers' Compensation at statutory limits; Employer's Liability at \$1,000,000 each accident/disease.
 - Liquor Liability (if serving/selling alcohol): Vendors providing alcohol service: minimum \$1,000,000 per occurrence; Direct service to guests: minimum \$2,000,000 per occurrence.

- iv. Garagekeepers (required for Valet vendors): Minimum limits of \$100,000 per auto and \$500,000 per occurrence, covering physical damage to customer vehicles in Vendor's care, custody, or control.
 - e. **Insurance Exemption.** Officiants for cultural, legal, or religious ceremonies are exempt from insurance requirements.
 - f. **Client Insurance Requirement.** Vendor understands each Client/Event Host must obtain day-of insurance through Nuptial (no substitutions or exceptions permitted) with \$1,000,000/\$2,000,000 limits including Host Liquor Liability.
5. **Property Access Requirements.**
- a. **Appointment Required.** All access to the Premises requires advance scheduling through Eagle Oak Ranch's Event Specialist or the applicable Client's approved Coordinator. No vendor may enter the Premises without a confirmed appointment.
 - b. **Walkthrough Requirement.** Vendors who have not previously worked at Eagle Oak Ranch must schedule and complete a walkthrough with venue staff at least two (2) weeks prior to their first event.
 - c. **Setup/Breakdown Hours.**
 - i. Setup: Day before event (if approved): 9:00 a.m. - 5:00 p.m.; Day of event: After 8:00 a.m.
 - ii. Breakdown: Night of event: Until 11:00 p.m.; Day after event: 8:00 a.m. - 4:00 p.m.
 - iii. Any access outside these times requires written approval at least one (1) week in advance.
 - d. **Check-In/Check-Out.** Vendor must check in with Eagle Oak Ranch's Event Specialist upon arrival and before departing the Premises.
6. **Property Protection Requirements.**
- a. NO attachments to walls, surfaces, trees, or structures using nails, screws, tape, glue, Command strips, or any adhesive materials, without express written consent.
 - b. Use only gaffer tape for securing electrical cords. Duct tape is strictly prohibited.
 - c. Do not move or rearrange Eagle Oak Ranch's furniture, artwork, decorations, or personal property, without express written consent.
 - d. All items must be removed from grass areas by event end.
 - e. Work areas must be cleaned and returned to pre-use condition.
 - f. Fire lanes must remain open and clear at all times.
7. **Conduct Standards.**
- a. No alcohol consumption by Vendor or Vendor's staff during service period.
 - b. No smoking except in designated areas, which must be monitored by Security.
 - c. Park only in designated vendor parking areas (not guest parking).
 - d. Maintain professional demeanor at all times.
 - e. Follow all directions from Eagle Oak Ranch staff.
 - f. No solicitation of other vendors or event guests.
 - g. Maintain zero-tolerance harassment policies.
 - h. No denim, shorts, cut-offs, and/or flip-flops. Vendors must wear company uniform or all black attire.
8. **Specific Vendor Requirements.**
- a. **Event Coordinators.**
 - i. Must be professional, licensed, and insured as approved by Eagle Oak Ranch.
 - ii. Must direct all vendor activities and ensure compliance with venue rules.
 - iii. Must complete walkthrough with Event Specialist at Event conclusion.
 - iv. Must complete walkthrough of Premises before Term ends.
 - v. Must remain on Premises until all persons have departed.
 - vi. Must utilize Eagle Oak Ranch's CRM system and meet all deadlines.
 - vii. For weddings: manage suite access (Bridal Suite opens 12:30 p.m., Groom Suite opens 2:00 p.m.); direct guests to ceremony site; coordinate vendor arrivals to avoid guest arrival.
 - viii. CRM System Compliance: Must utilize Eagle Oak Ranch's system; Must comply with all deadlines; Must upload required documents as directed.

- ix. Must comply with Licensor's then-current Coordinator On-Boarding Package, made available via the CRM.
- x. Must review Licensor's Emergency Action Plan for the Premises prior to the Event.
- b. ***Caterers/Bartenders/Alcohol Service.***
 - i. Provide current health permit upon execution of this Release and annually thereafter.
 - ii. Must begin service thirty (30) minutes before Event start time for refreshments.
 - iii. No disposal of food, grease, or liquids in drains. Food must be scraped into waste receptacles.
 - iv. All trash to designated dumpsters by 11:00 p.m.
 - v. Kitchen must be left clean per posted checklist requirements.
 - vi. Must protect all surfaces from grease, oil, and spills.
 - vii. Provide one (1) meal for Eagle Oak Ranch's Event Specialist.
 - viii. Alcohol service: Must stop thirty (30) minutes before Event end; Check ID for all requests; No service to intoxicated persons; Bar closes immediately if alcohol is provided to a suspected minor; No shots; Alcoholic beverages must be served in clear plastic containers only (glass permitted at tables); Alcoholic beverages must be served with food; Kegenerator or keg refrigerator required for all kegs; No consumption of alcoholic beverages in parking areas or away from Event Space; No outside alcohol permitted on the Premises. Upon conclusion of bar service, the Alcoholic Beverage Provider shall immediately secure or remove from the Event Space all alcoholic beverages within their control, and such beverages shall not be accessible to any guests.
 - ix. For weddings: dessert/cake delivery before guest arrival or during cocktail hour only.
- c. ***Music/DJ/Bands/Sound.***
 - i. Must comply with any applicable noise ordinance(s).
 - ii. Must comply with all volume, bass level, and speaker placement requirements.
 - iii. Live bands must have sound engineer to control levels.
 - iv. Must provide own microphones, speakers, and audio equipment.
 - v. Must have properly secured extension cords and surge protectors.
 - vi. No amplified sound audible outside Event Space after 10:00 p.m.
 - vii. Wi-Fi is not available.
- d. ***Photography/Videography/Social Content Creator.***
 - i. Drone operation requires FAA Part 107 license and prior written approval. Drone must be scheduled on UAV Schedule.
 - ii. Photo booths must be placed on hardscaped surfaces only.
 - iii. Photo booth vendors must provide own electricity.
 - iv. Must grant Eagle Oak Ranch irrevocable, perpetual, worldwide license to use media, with credit.
 - v. Must deliver to non-photographer vendors and Eagle Oak Ranch: (1) sneak peeks within 24 hours and full galleries within four (4) to six (6) weeks.
- e. ***Security Personnel.***
 - i. Minimum number: Greater of two (2) or one (1) per fifty (50) guests.
 - ii. Must prevent entry of uninvited persons.
 - iii. Must assist in ensuring compliance with all venue rules.
 - iv. Must monitor designated smoking areas.
 - v. Must escort non-compliant persons from Premises.
 - vi. May contact authorities for belligerent or uncooperative individuals.
- f. ***Valet Services.***
 - i. Must begin at least one (1) hour before Event or 3:00 p.m. (whichever is earlier).
 - ii. Must move all vehicles to designated areas outside guest view one (1) hour before Event.
 - iii. Only Valet personnel may walk or drive to parking areas during Event.
 - iv. Must ensure all vehicles removed from Premises by Term end.
 - v. One exit vehicle may park in Oak Villa concrete driveway.
- g. ***Lifeguard.***
 - i. Must be on duty one (1) hour before earliest of: Event start, alcohol service, or minor arrival.
 - ii. Must remain until one (1) hour after latest of: Event end, alcohol service end, or minor departure.
 - iii. Must be approved by Eagle Oak Ranch.

- h. ***Transportation/Shuttle Services.***
 - i. Maximum vehicle length: twenty-eight (28) feet.
 - ii. Must be able to turn at Valet drop-off area.
 - iii. Driver responsible for passenger safety.
 - i. ***Babysitter (required if minors under twelve (12) present).***
 - i. Required ratio: one (1) non-guest adult per five (5) minors.
 - ii. May not consume alcohol on Event day.
 - iii. Must maintain custody and control of minors throughout Event.
 - j. ***Rental Companies.***
 - i. All rentals must be removed from grass by agreed time.
 - ii. Must coordinate delivery/pickup to avoid other events.
 - iii. Everything must be off lawn evening of Event.
 - k. ***All Vendors.***
 - i. Must provide own equipment, supplies, ladders, dollies, etc.
 - ii. Must protect any and all hardscaping, flooring, or pavement from damage of any kind.
 - iii. Must remove all trash, boxes, and packaging from Premises.
 - iv. Motorized vehicles over twenty-eight (28) feet not permitted.
 - v. Must sign this Release, provide required insurance and proof of license/permit/authorizations as required herein.
 - vi. Must submit a list of all chemicals or hazardous materials with accompanying Material Safety Data Sheets for Eagle Oak Ranch review and approval.
9. **Complete Venue Rules and Regulations.** Vendor agrees to comply with ALL of the following:
- a. ***General Operating Rules.***
 - i. Event must end at time specified by Eagle Oak Ranch.
 - ii. Remainder of Term only for cleaning and restoring Event Space.
 - iii. Event Space must be used as-is.
 - iv. Cannot remove or rearrange venue property, without express written consent.
 - v. Activities restricted to designated Event Space only.
 - vi. Walking paths used only for ingress/egress.
 - vii. No lodging or sleeping on Premises.
 - viii. No outdoor heating or air conditioning without express written consent.
 - b. ***Load-In/Load-Out Requirements.***
 - i. Must occur within designated timeframe.
 - ii. Timed delivery required if prior event scheduled.
 - iii. Vendor must check in and sign for all items.
 - iv. Must remove all delivery materials.
 - c. ***Decorations - Prohibited Items.***
 - i. NO balloons, feather boas, confetti, glitter, rice, or fog machines.
 - ii. NO fake flowers, greenery, or fake petals. Real flower petals may be used but must be completely cleaned up prior to the end of the Term.
 - iii. NO sparklers or combustible materials.
 - iv. NO matches on Premises.
 - v. NO attachments using nails, screws, tape, glue, Command strips.
 - vi. NO duct tape (gaffer tape only).
 - d. ***Decorations - Items Requiring Written Approval.***
 - i. Any flames or candles.
 - ii. Hanging décor from trees or structures.
 - iii. Installing decorative lighting, chandeliers, or string lighting.
 - iv. Installing draping.
 - v. Any alterations to Premises.
 - e. ***Smoking Policy.***
 - i. Prohibited except in designated areas.

- ii. E-cigarettes/vaping prohibited in Oak Villa.
 - iii. Designated areas must be monitored by Security.
 - f. **Animal Policy.**
 - i. NO animals except service animals without express written consent.
 - ii. NO entry to olive orchards, equestrian areas, or pastures.
 - iii. NO interaction with animals unless authorized in writing.
 - g. **Vehicle and Parking Requirements.**
 - i. Vehicles moved to designated areas one (1) hour before Event.
 - ii. Only Valet may access parking during Event.
 - iii. Vendor parking in designated lot only.
 - iv. Fire lanes remain open at all times.
 - v. Shuttles maximum twenty-eight (28) feet.
 - vi. Vehicles over twenty-eight (28) feet prohibited.
 - h. **Restroom Requirements.**
 - i. Client shall provide clean, monitored restrooms
 - ii. Restrooms used only for intended purposes.
 - i. **Trash and Cleanup.**
 - i. Double-bag all trash in designated bins.
 - ii. Overflow trash must be removed from Premises.
 - iii. Event Space completely free of trash/debris.
 - iv. Floors swept, surfaces clean by Term end.
10. **Release of Liability.** In consideration of being permitted access to Eagle Oak Ranch, I hereby release, waive, discharge, and covenant not to sue 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, contractors, agents, successors, assigns, and insurers (collectively "Released Parties") from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, illness, or injury, including death, that may be sustained by me, my employees, or my property while at the Premises. This release applies whether such loss is caused by the negligence of the Released Parties or otherwise, and applies to all claims of every kind or nature, foreseen or unforeseen, known or unknown, except for claims arising from the sole gross negligence or willful misconduct of Released Parties.
11. **Indemnification.** Vendor agrees to indemnify, defend, and hold harmless the Released Parties from and against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising from: (a) Vendor's presence or operations on the Premises; (b) acts or omissions of Vendor, Vendor's employees, or subcontractors; (c) any injury or damage to persons or property; (d) Vendor's breach of this Release; or (e) violation of any laws or regulations. This indemnification obligation shall apply regardless of whether the claims or losses are caused in part by the negligence (but not sole negligence) of any Released Party, and shall survive Vendor's departure from the Premises and any event completion.
12. **License/Permit/Authorizations.** Vendor represents and warrants that it holds all licenses, permits, and authorizations required by applicable federal, state, county, and municipal laws to conduct Vendor's business operations, including but not limited to a valid business license for the jurisdiction(s) in which Vendor operates.
13. **Media License.** Vendor grants Eagle Oak Ranch a non-exclusive, perpetual, irrevocable, worldwide, royalty-free license to use any photographs, videos, or media Vendor creates at the Premises for Eagle Oak Ranch's marketing and promotional purposes, provided Eagle Oak Ranch includes appropriate credit to Vendor.
14. **Damage Responsibility.** Vendor accepts full financial responsibility for any damage to the Premises or other vendors' property caused by Vendor's operations, employees, or equipment. Vendor shall reimburse Eagle Oak Ranch for all repair costs within fourteen (14) business days of invoice.



15. **Cancellation.** If Vendor cannot fulfill obligations for any event, Vendor must provide at least thirty (30) days notice and assist in finding a qualified replacement vendor acceptable to Eagle Oak Ranch and the applicable Client.
16. **Termination of Access.** Eagle Oak Ranch may immediately terminate Vendor's access and require removal from Premises for: (a) failure to provide required insurance; (b) violation of safety requirements; (c) unprofessional conduct; or (d) non-compliance with this Release.
17. **General Terms and Conditions.**
- a. **Governing Law.** This Release is governed by California law. Any disputes shall be resolved in San Luis Obispo County, California.
 - b. **Drafting.** Vendor acknowledges that it has had an opportunity to consult with legal counsel regarding this Release. The terms of this Release are not to be construed against any party because that party drafted the Release or construed in favor of a Party because that Party failed to understand the legal effect of the provisions of this Agreement.
 - c. **Attorneys' Fees.** The prevailing party in any action shall be entitled to reasonable attorneys' fees and costs.
 - d. **Severability.** If any provision is found unenforceable, all other provisions remain in full effect.
 - e. **No Third-Party Beneficiaries.** This Release is solely between Eagle Oak Ranch and Vendor.
 - f. **Survival.** The release, indemnification, and media license provisions survive event completion and termination.
 - g. **Entire Agreement.** This Release constitutes the entire agreement between the parties and supersedes all prior agreements. This Release may only be amended in writing signed by both parties.
 - h. **Notices.** All notices under this Release shall be in writing and sent to the addresses set forth herein or such other address as a party may designate in writing.
18. **BY SIGNING BELOW, I CERTIFY THAT:**
- a. I have read and understood this entire Master Vendor Release and Acknowledgment.
 - b. I am authorized to sign on behalf of the Vendor.
 - c. I understand that failure to comply with any requirement may result in immediate removal from the Premises and/or removal from the Approved Vendor List.
 - d. I acknowledge that I am signing this voluntarily as a condition of access.
 - e. I understand that this Release protects Eagle Oak Ranch from liability for injuries or damages.
 - f. I will ensure all my employees and subcontractors are aware of these requirements.
 - g. I understand Eagle Oak Ranch is not responsible for payment of my services.
 - h. I acknowledge the property hazards and voluntarily assume all risks.
 - i. I understand this Release applies to all events at which I provide services at Eagle Oak Ranch.
 - j. I agree to maintain current insurance and provide updated certificates annually.

VENDOR:

Dated: _____
By: _____
Name: _____
Its: _____

EAGLE OAK RANCH ESTATE, LLC:

Dated: _____
By: _____
By: Patricia M. Mahaffey
Its: Managing Member



EXHIBIT "A"

CERTIFICATE OF INSURANCE REQUIREMENTS

All Certificates of Insurance must include:

CERTIFICATE HOLDER:

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

ADDITIONAL INSURED (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."

REQUIRED ENDORSEMENTS:

- 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 Additional Insureds
- Primary and Non-Contributory endorsement with 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."

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 REQUIREMENTS:

- 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

SUBMISSION REQUIREMENTS:

- Initial submission upon execution of Master Vendor Release
- Annual renewal no later than ten (10) days prior to policy expiration
- Updated certificates required upon any policy change

EXEMPTION:

Officiants for cultural, legal, or religious ceremonies only



**FOR EAGLE OAK RANCH USE ONLY
ANNUAL VENDOR VERIFICATION**

Vendor Business Name: _____

Contact Name: _____

Phone: _____ Email: _____

Service Categories:

- ☐ Event Coordinator ☐ Security ☐ Valet ☐ Lifeguard ☐ Catering ☐ Photography ☐ Videography
☐ Floral ☐ Music/DJ ☐ Lighting ☐ Rentals ☐ Transportation/Shuttle ☐ Babysitter ☐ Other: _____

Master Release Status:

- ☐ Master Vendor Release on file Date Signed: _____

License/Permit/Authorizations:

- ☐ Applicable license/permit/authorizations verified
☐ Health permit (caterers) verified

Hazardous Materials Inventory:

- ☐ List of all chemicals or hazardous materials with accompanying Material Safety Data Sheets

Annual Insurance Verification:

Insurance Year: _____ to _____

- ☐ Commercial General Liability Certificate received
☐ Additional Insured endorsements confirmed (CG 20 37, CG 20 10/33)
☐ Primary and non-contributory language verified
☐ Waiver of subrogation confirmed
☐ AM Best Rating A VI or better verified
☐ Defense costs in addition to limits confirmed
☐ General Aggregate applies per event confirmed

Additional Coverage (if applicable):

- ☐ Automobile Liability (\$1,000,000 minimum)
☐ Garagekeepers (Valet vendors: \$100,000 per auto / \$500,000 per occurrence)
☐ Liquor Liability (\$1,000,000/\$2,000,000)
☐ Workers' Compensation (statutory limits)
☐ Employer's Liability (\$1,000,000)
☐ Specific Drone Scheduled on UAV Schedule

Approved Vendor Status:

- ☐ APPROVED - Added to Approved Vendor List
☐ SUSPENDED - Reason: _____
☐ REMOVED - Reason: _____

Verified by: _____ Date: _____



EVENT AUTHORIZATION FORM

For Approved Vendors with Master Vendor Release on File

EVENT INFORMATION

Event Date: _____
Client/Event Host: _____
Event Type: ☐ Wedding ☐ Corporate ☐ Private Party ☐ Other: _____

VENDOR INFORMATION

Vendor Name: _____
Contact Person: _____
Phone: _____
Service(s) Provided: _____

VERIFICATION (For Eagle Oak Ranch Use)

- ☐ Master Vendor Release on file (Date signed: _____)
☐ Current insurance certificate on file (Expiration: _____)
☐ Business license/permits verified
☐ Vendor is on Approved Vendor List

VENDOR ACKNOWLEDGMENT

By signing below, I confirm that:

1. I have a current Master Vendor Release and Acknowledgment on file with Eagle Oak Ranch.
2. My insurance coverage remains in full force and effect and complies with all requirements.
3. I will comply with all terms of the Master Vendor Release for this event.
4. I have reviewed the event details with the Client/Event Host and/or Event Coordinator.
5. I understand the scheduled setup/breakdown times and will comply with all access requirements.

Scheduled Access Times for This Event:

Setup Arrival: _____ Breakdown Complete: _____

SIGNATURES

VENDOR:

Signature: _____ Print Name: _____
Date: _____ Title: _____

EAGLE OAK RANCH (Optional - for internal tracking):

Verified by: _____ Date: _____

*This form supplements but does not replace the Master Vendor Release and Acknowledgment.
Retain copy with event file.*