The Palace at Somerset Park **Vendor Policies & Procedures**

Insurance: You agree to obtain and keep in force, during the term of occupancy and use of our premises for the event, policies of general liability insurance, specifically referring to and including the contractual liability, premises operations, broad form property damage, independent contractor's coverage, and personal injury liability with limits of $1,000,000.00 with such responsible insurance companies satisfactory to us; and, if applicable, worker's compensation insurance to statutory limits, employers' liability insurance with limits of $100,000.00 and automobile liability insurance covering all owned, non-owned and hired vehicles with limits satisfactory to us. You agree to include The Palace at Somerset Park, the Owner in such policies as additional insured there under. Your insurance will be considered primary and any similar insurance carried by us.

Deliveries / Packages: Packages shipped to The Palace should be addressed as follows
The Palace at Somerset Park 333 Davidson Avenue, Somerset, NJ 08873
ATTN: (Recipient's Name) / (Company/ Event) (Packages allowed delivered 72 hours prior to the event)

Load in / Load out: All load in or load out of equipment, including DJ, Band, Photo Booths, Games, Floral, Décor, etc. is to be done through the loading dock area. Carpets, walls and doors are to be protected. No doors are to be propped open during load in/out. The client is requested to provide a load in/ load out schedule prior to arrival. All items brought on property by the client or his suppliers shall be removed by the same. Any cost incurred by The Palace to dispose of waste or items left by the client shall be considered the responsibility of the client. The Palace will not be liable for theft and / or damage of vendor's equipment.
Leftover/Rental Items are to be picked up the night of the event. If vendor leaves them behind for storage, we will not be held accountable for them.

Vendor Set Up/Breakdown: No Floral construction or assembly is allowed in the Ballroom. Do not place any Floral or DJ/Band equipment on the dance floor while setting up or breaking down. All assembly of floral centerpieces is to happen on the loading dock or ballroom pantry spaces, **NEVER in the ballroom.**

Flame Based Sparklers: As of July 2017 standard combustion sparklers were made legal in NJ. These sparklers are for outdoor use only. Advance notice must be given to Palace staff.

Electronic Based Sparklers: Sparkular Machines are the only indoor sparkler device that is permitted at The Palace. Any other branded devices will not be allowed. A permit must be applied for. Contact Palace Management 30 days in advance as we will handle the application with Franklin Township. A copy of your Sparkular Training Certification and your insurance will be required.

Fog Machines/Hazers/Fazers/Snow Machines: Low lying fog via dry ice is the only permissible form of fog allowed. Time is limited to first dance for photo opportunities. Hazers and Fazers are not permitted due to The Palace's smoke detection systems located within our HVAC ducts. Snow Machines are permitted but again limited timing for photo opportunities.

Candles: All candles must be in an enclosure taller than the flame. The Palace reserves the right to deny any type of decorative candle if deemed unsafe. Decorative fires such as oil lanterns, urns, candelabras, taper candles, etc. are not permitted on property in accordance to Franklin Township Fire Prevention regulations.

Sky Lanterns: Air/Sky release lanterns are illegal in the State of NJ and almost every other state in the US. Any use of these will carry a $5,000 fine via Franklin Township Fire Prevention.

Florists/Decorators Setups/Displays and /or Decorations: We are not responsible for any loss or damage to your property and do not maintain insurance covering it. All displays and/ or decorations will be subject to our prior written approval. All exit doors marked as egress ("EXIT" signs) must remain clear of any obstructions. Blocking an egress point carries a $5000 fine per location via Franklin Township Fire Prevention. Rose Petals stain carpets and exterior stone. Because of this only artificial petals are allowed indoors. Outdoor you may use only fresh, white rose petals. No items / tables / equipment of any sort should ever be placed on dance floor. All drapery and curtains must be NFPA 701 flame spread certified.

Banners, Displays, and Signs: No banners, displays or signs may be erected or affixed in any manner without the prior approval of the General Manager. Pre-approved signage is permitted in the private function areas only. All signage must be free-standing or placed on an easel. Nothing may be posted on, nailed to, screwed to or otherwise attached to columns, walls, air vents, ceilings, floors or other parts of the building or furniture. Use of smoke and fog machines are not permitted without prior arrangement through your Sales Manager. All signage/ displays must be removed immediately at the conclusion of the event.

Company Name: _____ Date: _____

Contact Name: _____ Signature: _____