



## **The Villa San Juan Capistrano Vendor Rules**

For purposes of these rules and procedures, the term “vendors” means all companies or persons providing goods or services at an event at The Villa San Juan Capistrano, whether under contract directly with the renter or client, or under a subcontract with event planners or other parties.

The term “vendors” includes, without limitation, event planners, musicians, entertainers, photographers, videographers, florists, bakeries, photo booth companies, furniture rental companies, etc.

### **Venue Setup Time**

- 12:00pm. No vendor will be allowed on property until 12:00 pm. Please confirm your arrival time with the event coordinator.

### **Loading Dock for all Vendors**

- The main loading dock is located in the driveway in front of The Villa San Juan Capistrano’s large wooden gates. This area is for temporary unloading purposes.
- Vehicle and equipment may not block the sidewalk or pedestrian traffic while unloading.
- Vendor parking for the evening will be located directly across the street in the school’s parking lots, next to the soccer fields. Please move vehicle once you have unloaded.
- Do not park in the yellow loading zone in front of The Villa San Juan Capistrano for more than 1 hour; you will be subject to ticketing/towing by the city.

### **Bride and Groom Suites**

- “Getting ready” areas for the Bride and Groom are the Bridal Suite and Groom’s Room (Billiard Room).
- The Bridal Suite is located through the Chapel doors (in the secondary building) on the left-hand side. Please watch your step! Do not use the door that leads into the Kitchen, it must remain closed at all times.
- The Groom’s room is located at the far left of the secondary building, up the brick staircase.

### **Equipment Storage Rules for Vendors**

#### *Photographers, Videographers and Photo Booth*

- May store their equipment in the Bridal Suite. This space will remain available all evening.
- The main House or Chapel may not be used for storage at any time.

#### *Bakery*

- The Kitchen will not be used for storage at any time and the refrigerator will not be accessible for any reason such as storing baked goods, etc.

#### *Band/Live Musicians*

- Band equipment needs to be stored back into vehicles.

#### *Applicable to all vendors*

- All gear must be properly secured when being used (sand bags, etc.).
- Please note that the following areas will be off limits: The kitchen, the bedroom in the main House, and going up the staircase in the Chapel. Please see attached diagram.

### **Moving Through Spaces for all Vendors**

- Tables, chairs, furniture must be lifted, not dragged.
- Items must not lean against walls.
- Do not move any of The Villa’s antiques or furniture.

### **Deliveries for all Vendors**

- All deliveries must be received by the venue coordinator at the time indicated in the final timeline.
- Coordinator will direct all vendors to respective areas.

### **Decoration Rules for all Vendors**

- Items or decorations brought in must be freestanding or hung. The Villa San Juan Capistrano does not accept nailing, gluing, or stapling of any form; it is our duty to preserve the historic buildings.
- White rose petals may only be used for the ceremony recessional. They will not be allowed for send offs. No colored petals will be allowed.
- No fake flowers will be allowed to be thrown onsite.
- NO CONFETTI OR SPARKLERS ARE ALLOWED.

### **Vendor Strike Time**

- 10:00pm-11:00pm on the night of the scheduled event. No exceptions.

### **Striking Rules for all Vendors**

- Vendors may NOT use The Villa San Juan Capistrano's dumpsters for waste. Vendors must take their own trash with them on the night of the scheduled event.
- Every vendor must retrieve their belongings by 11:00pm. The Villa San Juan Capistrano will lock its doors promptly at 11:00pm

### **Vendor Check Out**

- Vendors must complete a walkthrough and sign out with the venue coordinator prior to leaving The Villa San Juan Capistrano after the scheduled event. This is a mandatory procedure. It is recommended that vendors do not release their clean up staff until the final walkthrough is complete.

### **Questions about Sound on Property**

- For sound questions, please refer to The Villa San Juan Capistrano's in-house DJ, Keith Divel Entertainment. 949.463.0666 or [djdivel@gmail.com](mailto:djdivel@gmail.com).

For any additional questions, please contact the venue coordinator or venue manager:

Coordinators: [joyncompanyevents@gmail.com](mailto:joyncompanyevents@gmail.com)

Venue Manager: [paige@thevillasjc.com](mailto:paige@thevillasjc.com)

VENDOR SIGNATURE: x\_\_\_\_\_

DATE: x\_\_\_\_\_