



Landis Valley Village & Farm Museum
2451 Kissel Hill Road • Lancaster, PA 17601
(717) 569-0401 • FAX (717) 560-2147
www.landisvalleymuseum.org

Welcome to Landis Valley Village and Farm Museum. We are glad that you will be joining us in helping to make weddings and receptions at Landis Valley an enjoyable and memorable time for everyone involved.

Even if you have been a regular vendor at our facility, there are a few items that you need to be aware of prior to your event. Please read items addressed and sign one copy of this contract indicating your agreement to these policies and return the signed copy to us. We will keep this on file for all weddings you do here.

DELIVERIES AND DRIVING ON SITE

We must be notified of any and all deliveries, i.e. china, linens, cakes, flowers, equipment, etc. that are coming onto the site. Please provide us with the company name, contact name and phone number of any subcontracted vendors you are using. We need to be advised of delivery and pick-up dates and times. We often have weddings Friday, Saturday and Sunday. You need to know if there is a wedding the date before yours or the day after. This will determine when items can be delivered and picked-up. If there is a Saturday wedding and there is not a wedding on Friday, you may have deliveries at 3:00 PM on Friday and 9:00 AM and 3:00 PM on Saturday. If there is a wedding on Friday then deliveries for Saturday's wedding must be made on Saturday between 8:30 AM – 9:00 AM or after 3:00 PM or other arrangements need to be made. Same for Sunday weddings, you can assume there is a Saturday wedding if you are having a Sunday wedding, therefore deliveries need to be made on Sunday or special arrangements need to be coordinated with the sales staff. We are closed to the public on Sunday until 12:00 noon, so you have more flexibility in deliveries from 8:30 -12:00 PM, and again at 3:00 PM. It is acceptable to pick-up on Monday for a Sunday wedding. However, if you are doing a Saturday wedding, then pick-up should be on Saturday after the reception or Sunday by 8:30 AM as to not interfere with the wedding on Sunday, otherwise special arrangements need to be made with LVM office staff in advance. If items cannot be picked-up that evening, or by 8:30 AM the next day, they must be moved at the end of the evening to our South Shed/Stable, directly across from the North Shed/Stable that is attached to the barn. Please place them so they do not block the tables and chairs or anything else stored in there. You will need to notify the vendor picking up the items where they are located and advise us if you plan to do this.

Day of reception, **there are exceptions** to the delivery times to accommodate catering staff and cake deliveries. All deliveries need to be approved through the sales office prior to the wedding reception.

It is 5 miles an hour driving on site at all times, and is strictly enforced.

YELLOW BARN

There is a map enclosed as to where you can load and unload and park your catering truck. Caterers can unload from either the side of the barn or in the back of the barn by the Bathrooms. No one is allowed in front of the barn at any time. Always stop at the Visitor Center and announce yourself and they will show you which way to go. You go past the VC and around behind the Yellow Barn. Please follow the “Yellow Barn Vendor” signs.

FIREHOUSE

If you are catering in the Firehouse, you can pull your vehicle to the back door from the parking lot and load from the back door. You should not need to drive on site at any time, unless pre-approved. Please follow the “Firehouse Vendor” signs.

ELECTRIC

We are providing a map of electrical outlets with a description of where they are and what amps the outlets have in any given location. For instance the N Shed outlet outside closest to the YB houses all the lights inside and can only be used for something with very little demand. A cooker or coffee brewing would certainly blow the circuit. However if you wanted to have a cooker close to the barn you can do so by using the outlet on the far end and connect with a heavy duty extension cord. This will all be explained in the supplemental electric instructions.

It is your responsibility to know what you can use and where. If you have any questions, you may call us ahead of time.

TRASH

We provide the trash containers and liners for the reception. We expect you to supplement trash liners for your trash. We also expect you to assist with trash by bagging it and taking the trash resulting from the service of food with you. Please do not let the trash receptacles get too full as the bag could break and leak in the barn and please don't drag bags across the barn floor or stable. We ask that you don't put liquid beverages into the trash receptacles, dump the liquid out first. Please put water and ice only into the drain in the Yellow Barn courtyard as to not kill the grass. Only liquids should be dumped, no limes, lemons or other garbage. Other liquids should be dumped back of the North Shed or at the advice of your attendant. You can store bags behind the barn and in the front side of the barn until ready to load. You are welcome to drop trash off in our dumpster in the parking lot just as you are leaving the site. If you do not have room, please tell the LV attendant and they will take your bagged trash for you at the end of the evening. The Landis Valley attendant should not be left with cleaning up trash from the dinner. We certainly expect to handle all remaining trash from the rest of the evening. This is a partnership.

ALCOHOL

Party hosts are accountable for the responsible consumption of alcohol by their guests including underage attendees. THE SERVING OF ALCOHOL TO MINORS IS ABSOLUTELY PROHIBITED. The property attendant has authority to stop the service of alcohol to any individual who is clearly intoxicated and/or causing a danger to themselves or other guests. Beverages are to be kept in the vicinity and not taken with them to the parking lot.

KEGS

Kegs should be reserved for outside in the N Shed. We ask that all Kegs have something underneath them to protect from spillage. Our N Shed and Yellow Barn have stone and brick floors that absorb alcohol, and it not only smells bad but it also stains the floor. Winter events have some flexibility with this.

WATER HOSE

Spring – Fall, a water hose is available for you to use for rinsing dishes. It is drinkable water with a drinkable hose, but I do not recommend it. It doesn't taste good, especially coming out of a hose. Winter months the hose is put away and not available but you can still access water from the bathrooms.

There will be no smoking in or close to the buildings. Putting cigarette butts on the ground is not allowed. There are cigarette cans in the front and back of the Yellow Barn and Firehouse. Please ask guests to use them.

CANDLES & LUMINARIES

Candles and luminaries may be used in the outside courtyard, but are not allowed in the Yellow Barn or Hotel unless a "Candle Watcher" has been hired through Landis Valley. **Candles are not to be lit until the assigned Candle Watcher arrives.** The Candle Watcher will light, maintain and extinguish candles. Once the Candle Watcher extinguishes the candles and leaves the premises, candles cannot be relit.

Caterers must be listed with a current address, phone number **and are required to provide a current Certificate of Insurance sent to us to cover your company. The Certificate of Insurance must be in the amount of \$1,000,000 and list Landis Valley Village & Farm Museum & PHMC as a certificate holder. Certificates of Insurance must be received at least 45 days in advance from both the caterer and wedding parties. Please indicate your catering company name on the certificate and date of wedding you are catering at Landis Valley.**

All Caterers should be familiar with the location you are working in and what is available to you. If you have never been on site, you are welcome to come by during business hours, please stop at the visitor center to announce yourself. If you need to meet with a Landis Valley coordinator, please call to make an appointment in advance.

We enjoy working with your company and respect your challenges as an off-site caterer. I emphasize and know it is a very strenuous job. We will try to work with you as best we can within our site restrictions; the sales office doesn't make all the rules, but they are there to protect the site and its visitors. We want you to love coming to Landis Valley and to look forward to catering weddings here; we welcome you!

DAYTIME & EVENING ATTENDANTS

There will always be a Landis Valley wedding coordinator/attendant during the day of the wedding/reception. In addition there is also a Landis Valley attendant during the evening of the wedding/reception. Landis Valley's property attendants are responsible for the complete execution of all of these policies and procedures and have both the authority and responsibility for the complete execution of all of these policies and procedures. We don't ask for a cut of your profits while catering here, but we would appreciate it if you would graciously offer our **evening** attendant and candle watcher, if there is one, the opportunity to have a meal after the wedding party guests have been served. They would certainly appreciate it as they are working all evening. If you have an issue with this, please let me know.

Attached is a complete list of Policies and Procedures for the wedding party and additional vendors. Please review them carefully and give us a call if you have any questions.

It is very important that you know and understand our rules and regulations for events at Landis Valley. We are first and foremost a Pennsylvania Historical Village & Museum. We are open 7 days a week, Monday – Saturday from 9:00 to 5:00 PM and Sunday 12:00 – 5:00 PM and must respect the day time visitors here on site. We do not have these rules to make your job difficult, but to keep the integrity of the museum and protect our visitors. We appreciate your cooperation which allows us to have evening events here that are good for everyone involved. We look forward to working with you at Landis Valley!

Sincerely,

| | | | |
|-----------------|---------------------------|----------|--|
| Joyce Perkinson | Director of Sales | 581-0431 | c-jperkins@pa.gov |
| Jamie Schuring | Sales assistant | 581-0590 | c-jschurin@pa.gov |
| Linda Ammon | Weekend daytime attendant | 581-0431 | c-liammon@pa.gov |

& Landis Valley Village & Farm Museum Staff

LANDIS VALLEY VILLAGE AND FARM MUSEUM
CATERER PROCEDURES
SIGNATURE PAGE

Vendor signature below indicates agreement with the policies and procedures explained in the previous four (4) pages.

Caterer Name and Company (printed)

Joyce Perkinson, Director of Sales / Date
Landis Valley Associates

Caterer Signature / Date