



FRENCH'S POINT VENDOR AGREEMENT 2026

Quiet Hours:

Retreat House & Grounds: 10pm-9am

Beach House & Grounds: 9pm-9am

Farm House & Grounds: 9pm-9am

- All sound Vendor & Guest activity should be contained within the homes during Quiet Hours.
- No amplified music is permitted inside of the homes or on the grounds during Quiet Hours, unless an Sanctioned Onsite After Party has been contracted by the Client to take place within the Retreat House. This event is contracted by the hour between 10pm-1am. Please check with our office to confirm the details.
- Exterior lighting will extinguish automatically during Quiet Hours.
- Offsite Lodging Guests must depart the homes & grounds by 10:00pm.
- French's Point registered Onsite Lodging Guests must quietly return to their assigned home by 11:00pm, not exceeding the individual home lodging capacity after this time.
- Vendor departure is required before exterior property lights extinguish at midnight.
- Overtime charges for noise, music, and late Guest departure will be applied at the rate of \$1,000/15 minutes & the Owner maintains the right to require Guests to depart the property upon demand.
- Should the Clients or their Guests host an Unsanctioned After Party onsite at any location at the property, in violation of the above policies, a penalty of \$10,000 will apply and is the responsibility of the Clients.

Decor:

- The Owner must approve all decorations prior to installation.
- Decorations must be free-standing.
- The use of nails, push-pins, screws, staples, tacks, or tape are prohibited on any surface on the property, to include the floor, ceiling, or sailcloth tent.
- Rice, birdseed, confetti, glitter or dance wax are strictly prohibited.
- Clients & their Guests are not permitted to install lighting or other hanging decor & must engage an insured provider for this service. The Preferred Vendor List offers referrals for decorating and event lighting design services.
- Damages resulting from the use of prohibited decorations will result in damage charges.
- In accordance with the Maine Fire Marshal regulations, candles with open flames are not permitted unless completely enclosed in glass.
- A penalty of \$1,000 will apply if the decor policies are not adhered to, plus the cost of repairs, and is the responsibility of the Clients.

Equipment Rentals:

Rental equipment required for your events should be secured through Wallace Events or another provider on our Preferred Vendor List. Rentals can be provided by other providers with the Owner's advanced approval. Heaters for the tent are recommended May- June & September-October. Heaters must be sourced from Wallace Events and must be reserved in advance. The rental of all equipment necessary for your celebration must be delivered and picked up within the rental period for your stay and must be confirmed with the Owner a week in advance of delivery. The Client's Event Planner is required to be present to receive/confirm all rental deliveries and move rentals to the designated pick-up location with the rental provider, unless they are provided by Wallace Events, or unless prior arrangements have been made with the Owner. Rentals used in the seaside tent should be removed to the service tent for pick up after the events are complete. A penalty of \$1,000 will apply if the equipment rental policies are not adhered to.

Catering:

If food is being provided by the Clients to Offsite Lodging Guests who have assembled anywhere on the property during your stay, a licensed (in the State of Maine) and insured caterer must be engaged to provide food service. Guests cannot self caterer or have meals delivered for events with Offsite Lodging Guests. Caterers must be approved by the Owner before they are hired to ensure they meet our requirements. Caterers must provide onsite staff for all events, for set up and clean up, and cannot simply drop off food. Caterers are responsible for cleaning up food-related waste, cleaning the space utilized for the event, removing the trash to the dumpster, and moving rentals related to the event to their pick-up location before their departure. The caterers listed in our Preferred Vendor List meet these requirements. A penalty of \$1,000/incident will apply if the catering policies are not adhered to.

Catering Kitchen:

The Commercial Catering Kitchen is located on the lower level of The Retreat Chateau, and is available to licensed (in the State of Maine) and insured caterers approved by our office for meal preparation between the hours of 9am & 4pm, with advanced notice. Use of the kitchen and equipment is offered at no additional cost. However, equipment is turned off between events and will need to be turned on before use. Only licensed and insured caterers have access to the Catering Kitchen. For your safety and in keeping with insurance regulations and Maine State Health and Human Safety regulations, the Clients and Guests are not permitted to enter or use the catering kitchen at any time. The residential kitchens in each of the homes on site are available for Client & Onsite Lodging Guests use. Fryolators are not permitted for use inside at any time & should never be used near the home outside. Before the end of the reservation term, the Catering Kitchen must be returned to its original condition by your Caterer, & cleaned before departure. Trash & recycling must be removed from food services areas to the dumpster area located on the west side of the property near the tent after each event and before the caterer and Event Planners departure each day. A penalty of \$1,000 will apply if the catering kitchen policies are not adhered to.

Transportation:

Shuttle transportation must be provided by the Clients for events with more than 100 guests that include Offsite Lodging Guests, when alcohol service is being offered to Guests for more than 4 hours, providing transportation to and from the designated lodging locations.

Alcohol Policy:

- For events that include Offsite Lodging Guests, the Clients and their Guests are not permitted to consume, serve, or bring alcohol not served & provided by the bartending service provider.
- The Clients and their Onsite Lodging Guests can supply alcohol for consumption in the periods between events, for Onsite Lodging Guests only, but not at any time Offsite Lodging Guests are onsite or during events.
- The Clients & their Guests are not permitted to self-serve alcohol after the professional bar service period ends, until all Offsite Lodging Guests have left the estate & Onsite Lodging Guests have dispersed to their assigned lodging home.
- The designated professional bartending service provider must remain on the property until all Offsite Lodging Guests have departed & Onsite Lodging Guests have dispersed to their assigned home at the end of the event to ensure their safety and conduct while at our facilities.
- The Bar Service is not permitted to serve shots of pure alcohol to the Clients or their Guests.
- The Clients cannot provide more than 7 hours of alcohol service in a 12-hour period, unless a Sanctioned Onsite After Party is secured with the Owner.
- During events, for safety, the Clients & their Guests are strictly prohibited from all bar service areas.
- The Owner reserves the right to end alcohol service and require the departure of Guests should their conduct endanger staff, Vendors, other Guests, the facilities, or be outside our allowed parameters and regulations at an event.
- The Clients, their Event Planner, and chosen bartending service provider are responsible for controlling Guests conduct once alcohol service has commenced, resolving messes or damages resulting from Guests who were served alcohol, and ensuring the safety of Guests once alcohol service has commenced.
- The Clients and their Guests are prohibited by Maine State Law from selling liquor to Guests in the form of a cash bar. If one is required, a cash bar can be provided by a bartending service provider.
- Due to liquor liability and licensing, the caterer/bartending service provider is responsible for handling, processing and supplying bar glassware.
- When the catering company/bartending service provider supplies alcohol for an event, that provider will need to file a liquor license application with the State of Maine. This application must be approved by the State of Maine no later than 72 hours prior to the event. This application must also be approved by the Town of Stockton Springs.
- The bar service provider must be sure that all alcohol is removed from service areas and secured in the cooler, rental glassware is racked and returned to the designated rental location for pick up, trash related to beverage service and redeemables are removed to the dumpster enclosure, the bar surfaces are clean, and their service area floor is mopped before their departure.

A penalty of \$3,000 will apply if the alcohol policies are not adhered to.

After Party:

If the Clients wish to host an After Party during Quiet Hours, they must choose one of the two following options:

A- Secure a commercial location offsite (not on property or at a private residence) and must provide location details to the Owner no later than 1 month prior to check in. Transportation to and from this After Party must be provided by the Clients for the Guests attending this event. The Owner's Security will remain onsite until the Clients & their Guests have returned to the property after this offsite After Party, and a Fee of \$500/hour commencing at 10:00pm, will apply for this related staffing expense, until all Guests have returned & are fully in compliance with Quiet Hours regulations.

B- Secure in advance (no later than 1 month prior to check in), a reservation for a Sanctioned Onsite After Party with the Owner under the following terms:

- **TIME:** After the Reception on Saturday, from 10pm to 1am.
- **LOCATION:** The Retreat House - Main & Lower Levels (Interior ONLY).
- **IN ATTENDANCE:** Onsite Lodging Guests (Registered French's Point Lodging Guests) & Offsite Lodging Guests (Guests NOT Lodging at French's Point).
- **SOUND & ENTERTAINMENT:** Amplified music (band, DJ, portable sound system, or the Retreat House sound system) is permitted for the After Party, with sound contained inside the Retreat House, in compliance with Quiet Hours. Sound level is at the discretion of the OWNER.
- **TRANSPORTATION:** Transportation for Offsite Lodging Guests is required to be provided by the Client for the duration of this event. Shuttle Service (bus, van, car service) must be present for celebrations with Offsite Lodging Guests, to provide return transportation to off-site lodging at the end of the event & should not depart until the Owner confirms all Offsite Lodging Guests are onboard.
- **BAR SERVICE:** The same bar service that the Clients engage for service of the events earlier in the day must be contracted to continue Bar Service for the duration of the After Party, or until all Offsite Lodging Guests depart. This allows extension beyond the 7 hour limit to bar service period noted in the contract. Beer & Wine may be served during this time. Hard liquor and shots of alcohol may NOT be served during the After Party. The Clients and their Guests cannot consume alcohol that is not provided by the Bar Service during this time. Client-provided liquor is strictly prohibited during all events that include OffSite Lodging Guests, including the Sanctioned Onsite After Party.
- **COST:** The Sanctioned Onsite After Party Fee is \$1500/hour from 10pm-1am. The After Party Fee reflects the cost to keep our Security & Event Management Team onsite for the duration of the event, for the safety of Clients, Guests, & Vendors.
- **CONFIRMATION REQUIRED:** This service requires confirmation with our office, no later than 2 months prior to your event.
- **END:** The Sanctioned Onsite After Party must conclude no later than 1am, with immediate & quiet Offsite Lodging Guest departure from the property, & Onsite Lodging Guests to their designated lodging home onsite. Overtime charges for noise & late conclusion of the event will be applied at the rate of \$1,000/15 minutes, which is the responsibility of the Clients.



FRENCH'S POINT VENDOR POLICY 2026

French's Point appreciates the immense value in the quality of the service provided by service providers/vendors. The quality of our event is only ensured when service providers/vendors and French's Point work collaboratively towards a common goal to provide the best possible service and experience for our mutual clients. For this reason, we require all professionals that offer services at French's Point submit a signed copy & agree to the following Policies:

- All Vendors must provide the Owner a current copy of their Maine State License for services that require licensing within the State of Maine.
- All Vendors must provide the Owner with a current certificate of liability insurance no later than 14 days prior to service.
- All Vendors contracted by the Clients to provide service onsite shall carry and maintain in full force and effect the following: general liability insurance at \$1,000,000 per occurrence / \$2,000,000 general aggregate AND statutory minimum employers liability, where required by the State of Maine. General liability carrier shall name *Thistle Industries, LLC, dba French's Point, The Hersey Retreat at French's Point, LLC, Beach House at French's Point, LLC, The Farm at French's Point, LLC & Cottage at French's Point, LLC* as additional insureds showing the required insurance is in place.
- Notwithstanding the requirement for such insurance, the Vendors shall also be required to hold harmless, indemnify, and defend the Owner, to the maximum extent allowed by law, for any and all liability arising from Client and Vendors' use of Owner's facilities, including the payment of Owner's reasonable attorney's fees and costs incurred in defense of any actual or alleged liability.
- Vendors without liability insurance must acquire the required coverage and can do so [HERE](#) (please watch the tutorial on how to purchase [HERE](#)).
- In order to protect the safety of our Clients, their Guests & other Vendors, walkways and floor spaces must remain free and clear of cords and other equipment. Service Providers/vendor's personal property & equipment must remain out of Guest areas and traffic patterns for the duration of the event. Service providers/vendors should ask the Site Manager for designated storage areas.
- All Vendors should inform the Owner & the designated Event Planner hired by the Clients, of their setup requirements and arrival & departure time & service location no later than 14 days prior to the event date.

All Vendors must provide the necessary items required for their service or contract these items in advance with the designated Event Planner hired by the Clients. The Owner is not responsible for providing equipment or wares related to their service.

- At no time should Vendors park on the turn around, side of the road, in Guest parking lot or in the handicapped parking spaces which may inhibit the flow of traffic. Vendors should park in the designated vendor parking area, below the Guest parking lot at the Retreat. At no time should vendors drive their vehicle on the footpath around the estate at the edge of the bluff.
- In order to preserve the integrity of the buildings, use of any adhesive material or fasteners is prohibited. Installations of any kind must be approved in advance by the Owner.
- Vendors must remove all equipment and complete breakdown & depart by Midnight, & confirm their departure with the Site Manager.
- Vendors remaining on premises for an event must wear a professional uniform or suitable attire in the presence of guests unless otherwise specifically requested by the Clients or Event Planner. Service providers/vendors must be in uniform one hour prior to guest arrival and should not return to their street clothes until all guests have departed.
- Vendors may utilize the restrooms for changing located in the lower level of the Retreat Chateau.
- Consumption/use of drugs or alcohol by any Vendor is not acceptable at any time and will result in the request for immediate removal from the premises. This is a direct violation of Maine State Law.
- Vendors should refrain from eating, drinking, smoking, or socializing in view of guests for the duration of the event, unless asked to do so by the Clients. Please ask the Owner for areas designated for these activities.
- Vendors are responsible for removing all waste from the service area, to be disposed of properly in the dumpster and redeemable bins, located inside the dumpster enclosure. Floral or food waste should never be thrown over the bluff for disposal.
- All Vendors will abide by all Federal, State, and Local laws and ordinances, as well as the terms of this Contract signed by the Clients.

A penalty of \$1,000/incident to be paid by the Vendor, if Vendor policies are not adhered to.

The following parties agree to the terms & conditions set forth in the above Vendor Policies & below Contract Regulations & such is demonstrated by their signature below:

Vendor Name: _____

Vendor Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____