



Vendor Policies

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 ask all professionals that offer service at French's Point 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 carriers shall name Thistle Industries, LLC, dba French's Point, The Hersey Retreat at French's Point, LLC, Beach House at French's Point, LLC, and The Farm 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 premise 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.
- Service Vendors may utilize the restrooms for changing located on the Lower Level of the Retreat Chateau.
- Consumption/use of drugs or alcohol by any Vendor is not allowed at any time and will result in 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 and to be disposed of properly in the dumpster, cardboard receptacle, and redeemable bins, located inside the dumpster enclosure. Floral or food waste should never be thrown over the bluff for disposal. No composting available.
- All Vendors will abide by all federal, state and local laws and ordinances, as well as the terms of the Contract signed by the Clients.
- A penalty of \$1,000/incident if Vendor Policies are not adhered to.

French's Point Regulations:

Quiet Hours:

Retreat House & Grounds: 10pm-9am

Beach House & Grounds: 9pm-9am

Farm House & Grounds: 9pm-9am

All sound and Guest activity should be contained within the homes during Quiet Hours. Amplified music of any kind is not permitted inside of the homes or on the grounds during Quiet Hours. 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 & is the responsibility of the Client. The Owner maintains the right to require Guests to depart the property upon demand.

After Party:

If the Clients wish to host an After Party during Quiet Hours, they must: Secure in advance (no later than 14 days prior to check in), a reservation for a Sanctioned Onsite After Party with the Owner, to take place **inside the Retreat Chateau only**, where guest activity and sound are contained within the home in accordance with Quiet Hours. Amplified music can be played within the Retreat Chateau for this event, with sound level moderated by the Owner's Security or Site Manager. This Sanctioned Onsite After Party can take place from 10pm-1am. The Sanctioned Onsite After Party must conclude no later than 1am. Shuttle transportation must be provided by the Clients for this event for Offsite Lodging Guests, if Offsite Lodging Guests are in attendance, to return them safely to their Offsite Lodging. The same bar service providing service for the Client's events must be engaged to provide bar service for the duration of the Sanctioned Onsite After Party. The Clients and their Guests cannot consume alcohol that is not provided by the bar service during this time.

Transportation:

Shuttle transportation must be provided by the Client for events larger than 100 guests, when alcohol service is being offered to guests for more than 4 hours of service, providing transportation to and from the designated lodging locations for guests not occupying onsite lodging.

Decor:

The Owner or Site Manager 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 including the floor or sail cloth tent. Rice, birdseed, confetti, and/or dance wax are strictly prohibited. Clients are not permitted to install lighting or other hanging decor & must engage an insured provided for this service. We can offer 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 must be entirely enclosed in glass. Candlesticks are not permitted. A penalty of \$1,000.00 will apply if the decor policies are not adhered to, plus the cost of repairs.

Vendors:

All vendors providing service for your events must have liability insurance (minimum of \$1,000,000 limit for vendors providing consumable goods & minimum of \$300,000 limit for all other vendors), licenses where applicable, & for vendors that do not offer workers compensation coverage for all of their staff, each employee without this coverage & the owners must sign a release of liability/hold harmless form furnished by the Owner before they are permitted to provide service at French's Point. Vendors without liability insurance can acquire the required coverage here. The Hersey Retreat at French's Point, LLC, Beach House at French's Point, LLC, The Farm at French's Point, LLC, Thistle Industries, LLC, doing business as French's Point must be listed as additional insured on all vendor certificates of liability. A penalty of \$1,000.00/incident will apply if vendor policies are not adhered to.

Catering:

If food is being offered to non-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 non-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 Directory 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, and is available to licensed (in the State of Maine) and insured caterers approved by our office for meal preparation. 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 at French's Point. For your safety and in keeping with insurance regulations and Maine State Health and Human Safety regulations, the Client and guests are not permitted to enter or use the catering kitchen at any time. Fryolators are not permitted for use inside at any time. Before the end of the rental term, the 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 \$1,000.00 will apply if the catering kitchen policies are not adhered to.

Equipment Rentals:

The rental of all equipment necessary for a celebration must be delivered and picked up within the reservation period for that celebration and must be confirmed with the Site Manager a week in advance of delivery. The Client's event planner is required to be present to receive all rentals and move rentals to the designated pick-up location with the rental provider, unless they are provided by Wallace Events. Rentals utilized in the sailcloth tent should be removed to the service tent for pick up after the events are complete. A penalty of \$1,000.00 will apply if the equipment rental policies are not adhered to.

