

**UNDER THE OAKS at LITCHFIELD PLANTATION**  
**VENDOR AGREEMENT**

1. Licensee \_\_\_\_\_
2. Date of Event \_\_\_\_\_
3. Vendor Name \_\_\_\_\_
  - Vendor Type \_\_\_\_\_
4. Vendor Address \_\_\_\_\_
5. Contact Name \_\_\_\_\_
6. Contact Phone Number \_\_\_\_\_
7. Vendor License # \_\_\_\_\_

Vendor request for pre arrival and setup required YES or NO

Date & Time: \_\_\_\_\_

Power Needed: YES or NO \_\_\_\_\_

Water Needed: YES or NO \_\_\_\_\_

The Vendor using the premises is responsible for the following:

- Collect all garbage into bags and remove from premises at the end of event.
- Wipe off table and counters. If stain occurs please alert Event Planner Immediately
- Return all rooms and outdoor areas to normal set up, including putting tables and chairs back in proper locations.
- Remove any vendor property and goods at event's conclusion.
- Catering kitchen for prep and staging only. No cooking available on premises inside the house.
- A complete list of guidelines/contract can be obtained by the Licensee and/or Event Planner

Signature of this form indicates, that I am license, insurance and accept of all guidelines and responsibilities of use of the Venue. Please submit this form at 30 days calendar days prior to the event. Submit by email to [info@litchfieldplantation.com](mailto:info@litchfieldplantation.com).

\_\_\_\_\_  
Signature of Vendor Representative

\_\_\_\_\_  
Date