Magnolia Room
NAPA VALLEY

Preferred Vender Application and Contract

Name of Business:_____

Business Physical Address:_____

Mailing Address (if different from above):_____

Business Phone:_____ Business Fax:_____

Website:_____Email:_____

Federal Tax ID#:_____

St. Helena Business License Number (if applicable):_____

Insurance Information:_____

Primary Contact Name:_____

Email:_____ Mobile Number:_____

I, the undersigned authorized representative of the above business, do hereby agree to the following terms and conditions:

1. Definitions: For the purposes of this contract, “Venue” shall indicate Rent Napa Valley/The Magnolia Room. “Vendor” shall indicate the business entity defined in the application above. “Client” shall indicate the party whom is contracting the Vendor and Venue.

2. Financial Obligations: Vendor agrees to pay a sum of _____% of net receipts billed to Vendor’s client(s) within 10 business days of event. Vendor shall provide an invoice and/or contract signed by

client as evidence of the transaction. Failure to pay as agreed or any attempted to falsify receipts or records shall result in removal from the preferred vendor list and may result in further collection efforts.

3. This is a business arrangement between Venue and Vendor for the purposes of business development, mutual marketing and other services and is not intended to be simply a further expense to the Client. As such, Vendor shall not pass this fee on to the Client.

4. Cleanliness: Vendor agrees to maintain the highest standards of cleanliness and sanitation at all times. Trash must be removed to approved location. If using any kitchen areas, ALL surfaces must be scrubbed down after use. All equipment must be thoroughly cleaned after use and returned to proper location. A cleaning fee will be assessed if spaces and/or equipment is not satisfactorily cleaned after use.

5. Access: Vendor shall be granted access to the premises only during the time reserved by the Client, or as arranged by the Client. If more time is needed, Vendor shall notify Client to make arrangements. If Vendor is given lock box code for entry, key is not to be duplicated and must be returned to the lock box after each use.

6. Quality of Service: Vendor is expected to provide the highest quality of service reasonably possible. If quality becomes a concern to Venue, then Vendor may be removed from our Preferred Vendor List immediately with notice.

7. Termination of Contract: This contract shall be valid at any time Vendor is conducting business on The Magnolia Room property and all terms and conditions are met. If either party decides to terminate the contract for reasons other than violation of the contract, they must do so in writing, and contract will be terminated upon receipt. This contract is subject to change with written notice.

8. Rent Napa Valley/ The Magnolia Room is offering a 10% referral fee to any person or business who gives a referral resulting in a full or half day booking. The 10% of venue rental fee (not including cleaning charges, any equipment rental, etc.) will be paid out within 10 business days of collecting full payment from Client.

9. All vendors, including one-time vendors, must carry insurance sufficient to cover loss and liability.

We look forward to working with you, and anticipate a long and mutually beneficial relationship!

_____ _____

Vendor Representative Date

_____ _____

Venue Representative Date