



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 in your agreement to these policies and return 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 day before or the day after yours. 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. 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 time, and is strictly enforced.

YELLOW BARN

There is a map enclosed as to where you can load and unload and temporarily park truck. You 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. Your vehicle will need to be moved to the parking lot after it is unloaded. The only vehicle that can stay on the property is the caterer's truck.

FIREHOUSE

If the event you are working is 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. You must then move your vehicle to the parking lot. The only vehicle that can stay by the Firehouse is the caterer's truck.

MUSIC

There are to be no outside or loud radios played during setup while the site is open to the public. You may have **soft** background music playing as the guests arrive, but loud, hard music of any kind is not allowed until 5:00pm or after, when the sight is officially closed.

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 and closest to the YB houses all the lights outside and can only be used for something with very little demand. A cooker or coffee brewing would certainly blow the circuit. 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.

WATER HOSE

Spring – Fall, a water hose is available for you to use if you need it. 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.

OTHER INFORMATION

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.

All vendors should be familiar with your location of use so that you know the area you will be working in and what is available to you and what is not. 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 vendor. We will try to work with you as best we can within our site restrictions; the sales office doesn't make all the rules here, but they are for the good of the site. We want you to love coming to Landis Valley and to look forward to providing services 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.

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 Museum and Village. 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. Most of them are common sense. We appreciate your corporation 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
VENDOR PROCEDURES
SIGNATURE PAGE

Vendor signature below indicates agreement with the policies and procedures explained in the previous three (3) pages.

Vendor Name and Company (printed)

Joyce Perkinson, Director of Sales / Date
Landis Valley Associates

Vendor Signature / Date