

Legacy Hill Farm

# VENDOR INFORMATION



Photo by Carly Mac Photography

LHF



WELCH,  
MINNESOTA  
EST. 1887

16434 Highway 61 Boulevard,  
Welch, MN 55089 | (612) 440-1397

[info@legacyhillfarm.com](mailto:info@legacyhillfarm.com)  
[@legacyhillfarm](https://www.legacyhillfarm.com)

LEGACYHILLFARM.COM

WELCOME TO

# Legacy Hill Farm

We are so excited to have you serve as a vendor at Legacy Hill Farm!

This Vendor Information guide outlines any rules and best practices that will help the event you are working at go smoothly.

We are available at [info@legacyhillfarm.com](mailto:info@legacyhillfarm.com) if needed.

Thanks!



## *The Easy 1-2-3*

**01**

Park in the  
main lot.



**02**

Check in with the  
Venue Manager



**03**

Unload/Setup as directed  
by the Venue Manager





# Venue Access

## GATES OPEN

Depends on the access start time of the event.  
Check with our mutual client.

## GATES CLOSE

All guests and vendors leave the venue prior  
to closing time.

Thursdays ..... 10pm    Saturdays ..... 11:59pm  
Fridays ..... 11:59pm    Sundays ..... 10pm

*Early Shutdown: Some events finish early and the gates will close accordingly. Please check with our client regarding their timeline.*

*Late Departure: Clients will be charged \$500 + \$150/hr if vendors have not left the property by closing time.*

# Venue Manager

## CHECK IN

Please check in with the  
Venue Manager on arrival at the Trailer  
near the Fountain Courtyard.



## AVAILABILITY

Our Venue Manager will be available  
on the day of the event and will answer  
questions you may have regarding  
the venue.





# Parking & Vehicles

## FREE PARKING

Park in the main lot on arrival.

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## LAWN DEFACEMENT AND PROPERTY DAMAGE

Only operate vehicles and park where permitted.  
See signs and ask Venue Manager for accessible areas.

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## SAFETY AND LIABILITY

Protect your property and lock your vehicle.  
Legacy Hill Farm assumes no liability or responsibility  
for damage which may result from the use of parking  
facilities or services, or enforcement of regulations  
unless the injury, damage, or loss is caused by the gross  
negligence of Legacy Hill Farm. Vendors will be liable  
for lawn defacement and property damage resulting  
from vehicle use.

# General Rules & Best Practices



## GARBAGE AND RECYCLING

Utilize the dumpsters when possible to reduce trash and recycle bin use for event guests. Recycling must be separated, boxes broken down, and no plastic bags placed in recycling.

## LADDERS

No ladders provided, bring one if needed.

## LOAD IN/LOAD OUT

Check in with the Venue Manager for direction  
—No carts provided.

## PAVILION CURTAINS

Notify Venue Manager to open or close curtains.

## SMOKING

Smoking in designated areas only.

## STORAGE

No storage available, use your vehicle if necessary.

## TABLE LAYOUT

Tables should remain located where they are and not moved. Please connect with the venue manager if you have any questions.

*Compliance: Your compliance to these rules and best practices is appreciated. Non-compliance may result in a requirement to leave the venue and inability to work at the venue in the future. Legacy Hill Farm shall enforce these rules and seek remedy as permitted by law if necessary.*





# Florists & Decor Info

## DECOR

Decor includes all event rentals.

*Not Permitted:* floral foam in the fountain, confetti, glitter, silly string, taper candles not supported with base and hurricane, artificial flower petals, fireworks, and common items thrown at the couple (birdseed, lavender, seeds, rice, etc.)

## INSTALLATIONS

Any installations must be approved by the venue and installed and removed by an insured florist.

## TEARDOWN

All florals and decor shall be removed same day.

## GREEN WASTE

Please use the green waste bins located by the dumpsters for loose green waste materials.  
Do not bag your green waste.

Photo by Carly Mac Photography

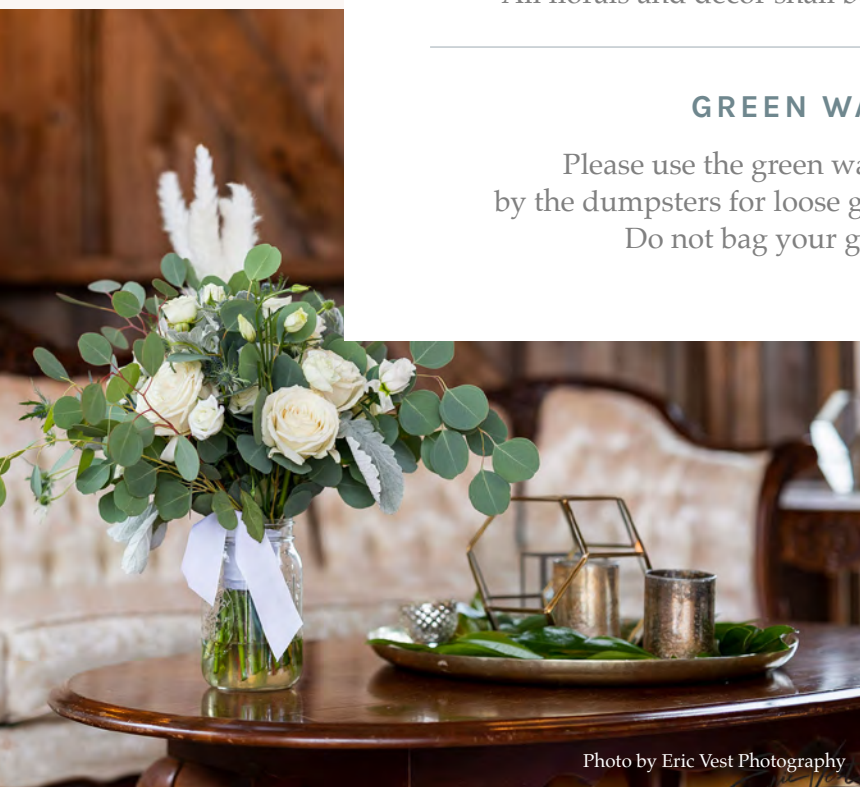


Photo by Eric Vest Photography

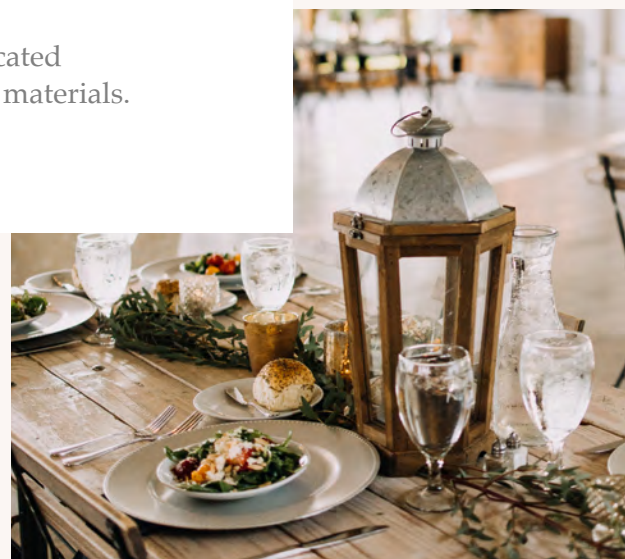



Photo by Eileen K Photography





# Photographers & Videographers Info

Photo by Carly Mac Photography

## STAY IN DESIGNATED AREAS

Guests and vendors are not permitted to go onto neighboring properties and staff only areas. Trespassing onto neighboring properties is against the law which could result in the neighboring property owners bringing legal action against you. We have placed signs around the property to help you make sure you are in designated areas for public/photo use. All of the fields beyond the fence and tree-line surrounding Legacy Hill Farm are neighbors' land.

Please see the Venue Manager with any questions.




Photo by Eyes of Mee Photography




Photo by Eyes of Mee Photography



Photo by Eileen K Photography



Photo by Eileen K Photography



Photo by Carly Mac Photography





Photo by Matt Lien

# DJ & Band Info

## MUSIC SHUTOFF

Due to township and county requirements:

### *DJs*

Music must end by 11:30pm on Fridays and Saturdays and 9:30pm on Thursdays and Sundays.

### *Live Bands*

Music must end by 11pm on Fridays and Saturdays and 9pm on Thursdays and Sundays.

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## SOUND LEVEL

### *Decibels*

DJs or bands volume cannot exceed 85 decibels. Bass levels will be monitored by security and Venue Manager.

### *11 PM and Later*

Sound levels will be lower after 11pm. Security and Venue Manager will help you know if the lower volume is sufficient.

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## TEAR DOWN

All equipment must be packed and off the property according to times outlined in Venue Access on page 2. Please set aside enough time to pack up and let the client know when you will be stopping the music.



Photo by Eileen K Photography



Photo by Taryn Christine Photography



# Insurance & Assumption of Risk

## INSURANCE

As a vendor, you are required to carry a minimum of \$1,000,000 commercial general liability and property damage insurance covering activities performed at our venue.

*\*If you are unable to carry this insurance, please contact us to see if an exemption is available.*

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## PROTECT YOURSELF & YOUR PROPERTY

Legacy Hill Farm assumes no liability or responsibility for injury, damage, or loss which may occur to you, your team, and your property, unless the injury, damage, or loss is caused by the gross negligence of Legacy Hill Farm. You, as the vendor, assume the risk inherent in providing services at an indoor / outdoor venue. Inclement weather is possible and it's your responsibility to make accommodations to prevent any potential injury to yourself and damage to your property.

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## SECURITY

Security is contracted by the client and will be onsite during the event. Please follow any instructions provided by security.

# *We Look Forward to Working with You!*

AT LEGACY HILL FARM



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