

# SoHo Banquet & Event Center - Vendor Agreement

34615 Warren Rd. Westland, MI 48185 PH: (734) 331-3369

## Vendor Agreement

This Agreement defines the terms and conditions between SoHo Banquet & Event Center (hereinafter referred to as "SoHo") and the Vendor identified below (hereinafter referred to as "Vendor").

This Agreement constitutes the entire understanding and agreement between the parties and shall become binding upon execution by both parties. This Agreement may not be amended, modified, or changed except by a written instrument signed by both SoHo and Vendor.

No oral statements or prior agreements shall have any force or effect.

**Please complete and sign the five pages below, then scan and email the completed agreement, along with a copy of your general liability insurance certificate (see Section 2), to [sohograndbanquet@gmail.com](mailto:sohograndbanquet@gmail.com).**

**This Agreement shall remain valid for thirty-six (36) months from the date of execution. The Agreement applies to all events at which the Vendor provides any services, products, materials, equipment, staffing, or any related items at SoHo Banquet & Event Center.**

### Section 1:

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Cellphone: \_\_\_\_\_

### Section 2: Liability Insurance Requirements

**Vendor must provide a current and valid Certificate of General Liability Insurance with a minimum of \$2,000,000. Coverage must remain active and may not expire prior to any event at which Vendor performs services, provides materials, equipment, products, or conducts operations at SoHo Banquet & Event Center. Vendor shall name "SoHo Banquet & Event Center" as both the Certificate Holder and an Additional Insured on the policy.**

- (a) Vendor must provide proof of insurance to SoHo no later than fourteen (14) days prior to the event.
- (b) Vendors who fail to provide acceptable proof of insurance at least seven (7) days prior to the event may be subject to a \$250 late fee and may be denied access to the premises until acceptable proof of insurance is received and approved by SoHo.
- (c) Under no circumstances shall Vendor perform any work or services at SoHo without valid and active liability insurance coverage.

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## Section 3:

Vendor Type & Client Information (check all boxes that apply):

- Floral    Lighting    Stage Design    DJ/Music    Photobooth    Pole & Drape  
 Fruits & Sweets    Food Cater    Food/Drink Station    Rental (Table/Chairs & Any Other Rental)  
 Other: \_\_\_\_\_

## Section 4:

### Vendor Terms & Conditions

All vendors conducting business at SoHo Banquet & Event Center (“SoHo”) must comply with the following rules, regulations, policies, and operational procedures.

1. Vendor must provide “The Work Order” detailing the specifics of what they will be doing at SoHo a minimum of 60 days prior. “The Work Order” must be approved by SoHo management a minimum of 30 days prior to event.
2. All vendors must register with SoHo by providing complete contact information and a current Certificate of General Liability Insurance. Vendor approval is subject to review of all required documentation. If a vendor does not initially meet the requirements, SoHo may, at its sole discretion, provide the vendor with an opportunity to correct any deficiencies.
3. Vendors requiring setup of equipment, staging, décor, musical instruments, lighting, floor plans, or related materials must schedule a meeting with SoHo no less than sixty (60) days prior to the event date to discuss setup locations, logistics, operational requirements, and related event coordination.
4. Vendors using smoke machines, cold spark machines, pyrotechnics, or similar special effects equipment must schedule a demonstration for SoHo’s prior approval. Live fireworks and any equipment that produces excessive smoke, residue, dust, sparks, or conditions that may damage carpeting, flooring, furnishings, or the premises are strictly prohibited.
5. Vendors providing décor, furniture, lighting equipment, centerpieces, staging materials, or similar items must ensure that all materials are clean, well-maintained, and free from dust, rust, damage, or unsafe conditions. Vendors are solely responsible for ensuring all installations are safely secured and do not create hazards or injury risks to guests or staff.
6. Vendors may temporarily park in the designated loading and unloading area located at the rear of the building near the generator for the sole purpose of loading and unloading equipment and materials. Vehicles must be moved promptly after unloading to allow access for other vendors. Subject to space availability, SoHo may permit one or two vendor parking spaces directly behind the building. Vendors may not block doors, exits, loading areas, or access points at any time.
7. All vendors and their staff must use the designated vendor entrance for loading, unloading, setup, breakdown, and access to the premises unless otherwise authorized by SoHo management.
8. Vendors and their staff are responsible for ensuring that all footwear is clean before entering the premises. During inclement weather or conditions involving dirt, mud, water, or debris, vendors and staff may be required to wear protective shoe covers to prevent damage or soiling of the

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premises. Vendors are strongly encouraged to keep shoe covers readily available for their staff and subcontractors.

9. Vendors using carts, dollies, rolling equipment, staging equipment, or other movable materials must use clean protective coverings, mats, or drop cloths provided by the vendor to protect SoHo's flooring, carpeting, walls, and other surfaces from damage.
10. Setup access times shall be determined by SoHo based on the size, complexity, and operational needs of each event. Unless otherwise approved in writing, vendors will generally be provided access to the venue up to three (3) hours prior to the scheduled event start time. Vendors are expected to complete all setup activities within the allotted setup period and should plan staffing and logistics accordingly.
11. Upon completion of setup, vendors must remove all storage boxes, packaging materials, carts, and unused equipment from the premises and place them in their vehicles unless otherwise approved by SoHo management. No storage items may be left in hallways, kitchens, storage areas, or event spaces without prior written permission.

Vendors are responsible for cleaning all areas used during setup, service, and breakdown. All trash, debris, spills, dirt, grease, and related messes must be properly swept, mopped, vacuumed, wiped down, and removed before departure. All trash must be securely bagged and disposed of in the designated dumpster areas. Vendors failing to properly clean their assigned areas may be assessed a cleaning fee ranging from \$250 to \$500.

12. Breakdown and removal of all vendor equipment, decorations, materials, and related items must begin promptly at the conclusion of the event and be completed within the timeframe designated by SoHo management. Vendors are expected to conduct breakdown activities in a professional, safe, and orderly manner.

Any damage to SoHo property occurring during setup, service, or breakdown shall be assessed and billed to the vendor. Vendors requiring additional breakdown time beyond the approved timeframe may be subject to an overtime fee of \$200 per hour or portion thereof. Vendors are expected to plan staffing and logistics accordingly.

13. SoHo values a professional and cooperative relationship with all vendors. Vendors who comply with all rules, regulations, policies, payment obligations, and operational requirements outlined herein will be permitted to conduct business at SoHo. Vendors who fail to comply with these requirements, including failure to pay assessed fees or damages, may be denied future access to the premises at SoHo's sole discretion.
14. Catering companies are required to schedule an appointment to visit and review the premises with SoHo no less than seven (7) days prior to the scheduled event date.
15. All food must arrive fully prepared and cooked unless otherwise approved in writing by SoHo. Catering staff shall be responsible for placing food into warmers and maintaining proper food service operations.
16. SoHo does not permit "drop-off" catering services. Catering companies must provide sufficient onsite staff to remain at the venue throughout the duration of food service. Catering staff must assist with food service operations, guest service, and cleanup responsibilities until food service has concluded and guests have finished dining.

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17. Setup and access times for catering companies may begin up to three (3) hours prior to the scheduled event start time unless otherwise approved in writing. Catering companies must confirm arrival and setup times with the assigned event manager prior to the event date.
18. At the conclusion of food service, catering staff must complete the following responsibilities:
  - (a) Remove all catering-related trash, boxes, food waste, grease containers, and debris from the premises;
  - (b) Dispose of trash in the designated dumpster area located behind the kitchen;
  - (c) Sweep and mop all prep, kitchen, and service areas used during the event;
  - (d) Immediately clean all grease spills, food spills, and residue from floors, tables, equipment, and surrounding areas;
  - (e) Wipe down and sanitize all tables, prep stations, and kitchen surfaces used during the event;
  - (f) Turn off all warmers and catering equipment after use; and
  - (g) SoHo provides 7 chaffing dishes per 300 guests. If vendor requires more than the 7 then the vendor must provide their own chaffing dishes, including fuel and serving utensils. Example, if the guest count is 600, SoHo will provide 14 chaffing dishes. If the vendor requirement is 18 chaffing dishes, then the vendor will bring the additional 4.
  - (h) Caterer is responsible for all additional fees including but not limited to oven/ fryer/ cooking access fees, and it must be paid in full 7 days prior to event.
19. SoHo may provide the following items for catering company use during the event, based on event size and operational availability:
  - (a) One (1) to three (3) eight-foot stainless steel prep tables;
  - (b) Two (2) trash bins;
  - (c) One (1) warmer; and
  - (d) One (1) four-foot cooler.Any additional equipment, storage, or operational requests must be submitted to SoHo no less than thirty (30) days prior to the event date. SoHo will make reasonable efforts to accommodate such requests; however, additional fees may apply.
20. SoHo staff, kitchen managers, and event personnel are not responsible for packaging, wrapping, storing, distributing, or handling leftover food. SoHo does not provide carryout containers, food packaging materials, or storage supplies. Catering companies are solely responsible for making arrangements regarding leftover food for their clients and guests.
21. SoHo's goal is to provide clients and guests with a professional, safe, and exceptional event experience. Catering companies and vendors are expected to comply with all venue policies, operational procedures, and event requirements at all times.
22. Any requests for additional services, staffing, equipment, kitchen usage, or operational accommodations beyond SoHo's standard venue services may require additional fees payable prior to the start of the event. Such fees may include, but are not limited to:
  - (a) Additional staff members: \$250 per staff member for up to four (4) hours;
  - (b) Use of kitchen equipment for cooking, frying, or food preparation: \$500 to \$1,500 depending on event size and usage;
  - (c) Refrigerator or freezer storage: \$150 to \$300;
  - (d) Specialty plates or serving equipment: \$25 per plate;
  - (e) Food packaging assistance: \$250 to \$500; and
  - (f) Additional chaffing dishes: \$30 per dish.Payment for additional services must be made in advance by cash or credit card unless otherwise approved by SoHo. SoHo may also require a refundable security deposit of up to \$1,500 prior to granting access to additional services or equipment.

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23. Catering companies and vendors who fail to comply with the rules, regulations, operational procedures, payment requirements, or venue policies outlined herein may be denied approval or future access to conduct business at SoHo Banquet & Event Center.
24. Vendor shall indemnify, defend, and hold harmless SoHo, its owners, officers, employees, agents, representatives, affiliates, and contractors from and against any and all claims, demands, actions, suits, damages, losses, liabilities, judgments, costs, and expenses, including reasonable attorneys' fees, arising out of or related to:
- (a) any breach of this Agreement by Vendor;
  - (b) any negligent act, error, omission, or willful misconduct of Vendor or Vendor's employees, agents, subcontractors, invitees, guests, or representatives;
  - (c) any bodily injury, death, or property damage caused by Vendor or Vendor's operations; or
  - (d) any violation of applicable laws, regulations, or third-party rights by Vendor.
- Vendor's obligations under this Section shall survive the expiration or termination of this Agreement.
25. SoHo shall not be responsible for any loss, theft, or damage to any property, equipment, merchandise, or personal belongings brought onto or left on the premises by Vendor or Vendor's guests, invitees, employees, agents, subcontractors, or vendors before, during, or after the event.
26. Vendor shall be solely responsible for any damage to SoHo's premises, furnishings, fixtures, equipment, or property caused by Vendor or Vendor's guests, invitees, employees, agents, subcontractors, or vendors.

Vendor assumes full responsibility for the conduct and safety of all persons associated with Vendor's event and activities. To the fullest extent permitted by law, Vendor hereby releases, waives, indemnifies, defends, and holds harmless SoHo, its owners, officers, employees, agents, and representatives from and against any and all claims, demands, actions, damages, liabilities, losses, costs, and expenses, including reasonable attorneys' fees, arising out of or related to:

- (a) Vendor's use of the premises;
- (b) any act, omission, negligence, or misconduct of Vendor or Vendor's guests, invitees, employees, agents, subcontractors, or vendors;
- (c) bodily injury, death, property damage, or other loss occurring in connection with the event; or
- (d) any breach of this Agreement by Vendor.

This provision shall survive the expiration or termination of this Agreement.

**I have read this 5 page agreement and will abide by all items listed.**

**On Behalf of Vendor:**

Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

**On Behalf of SoHo Banquet & Event Center:**

Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_