



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

VENDOR REGISTRATION

Please complete the two pages below, sign, scan, and email to sohograndbanquet@gmail.com.

Section 1:

Company Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Manager Name: _____ Phone: _____

Section 2: (Required)

• Insurance Carrier Name: _____ Phone: _____

• Please provide a current copy of liability Insurance. (Liability of \$1,000,000 coverage is required by SoHo.)

* Vendors who do not have or can not provide us a copy of acceptable liability insurance Must pay SoHo Banquet & Event Center **\$250 dollars** (vendor access fee). The vendor must make the payment by cash or credit card 7 days prior to the event. This is a firm policy that is non-negotiable.

Section 3:

Vendor Type & Client Information:

Floral Stage Design DJ/Music Fruits & Sweets Food Cater Other: _____

Clients Name: _____ Phone: _____

Number of Guests: _____ Event Date/Time: _____

Section 4:

Vendor Rules, Regulations and Policies

All vendors must adhere to the following rules, regulations, and policies of SoHo Banquet & Event Center in order to conduct business at SoHo.

1. SoHo goal is to achieve a wonderful experience for all their guests. We consider vendors hired by our client to be an integral part of giving our client a wonderful experience.
2. All vendors must register at SoHo office by providing all their contact info and current copy of their liability insurance. Upon review of insurance and other documents we will determine approval. For any reason the vendor does not meet the requirements they will be provided a chance to meet the requirements.

3. For vendors who require setup of their equipment, floor design, stage, musical instruments, decorations, they must make an appointment with SoHo at least 60 days prior to the scheduled event to discuss location of the assigned work, plans, arrangements, and anything else required to supply client with their obligation.
4. For any vendors who provide fireworks and smoke machines they must bring a sample of the machine(machines) to an arranged meeting for SoHo's approval. SoHo prohibits any live fireworks, electric fireworks that cause dust or smoke or any other equipment that has potential to damage carpet, floors, and or any other damage.
5. Vendors who provide stage decorations, furniture, centerpieces, etc. must make sure that all their items are completely clean, no dust, no rust or damaged decorations or furniture will be permitted for use at SoHo.
6. You may park at the back of the building (by the generator) in the loading/unloading area long enough to load and unload and then must move your vehicle to allow other vendors to load and unload. Depending on space availability we will try to allow one or two spaces directly behind the building for you to park. Please do not block the doors by parking right in front of them.
7. All vendors must use the assigned vendor door to bring in equipment and only that entrance to be used by their staff at all times.
8. All vendors and staff must make sure that their shoes are completely clean and/or wear shoe covers. Especially in bad weather, tracking dirt, mud, etc. We highly recommend all vendors keep a stack of shoe covers in their vehicle to minimize this problem.
9. Vendors who bring equipment that requires rolling or moving must also use a clean drop cloth provided by the vendor to protect the flooring and carpet at SoHo.
10. Setup time: A setup time will be provided based on the event size and needs. However, most events will have access 3 hrs prior to the start of the event unless otherwise provided in writing. You are provided a 3hr time frame to set up, please plan accordingly.
11. Once set up is completed the vendor must remove all storage boxes to their vehicle. They cannot be left anywhere at SoHo without permission. All trash, mess, and dirt must be swept, mopped, vacuumed, and cleaned by the vendor before leaving. Any vendor who does not comply with cleaning will be charged a \$250-\$500 cleaning fee. All trash must be bagged and taken to the appropriate trash dumpster.
12. Breakdown: All vendors must make plans to remove all equipment and decorations within 30 minutes after the event in a cordial non rushed manner. Any property damage during breakdown will be assessed and billed to the vendor. We advise vendors to plan accordingly based their need. Do not ask for additional time for free. A per hour (\$200)/hour fee will be assessed on vendors needing additional time.
13. SoHo wishes to have a cordial mutual relationship with vendors. If the vendor follows all the rules, regulations, and policies stated here. They will be allowed into SoHo to do business. Vendors refusing to pay an assessed fees will not be allowed to provide any services at SoHo property.



(Items 14 to 23 apply to Food Caters)

14. Soho requires food caterers to make an appointment to visit SoHo at least 7 days prior to event.
15. Food must be brought in fully cooked and placed in the warmers by the catering company staff.
16. SoHo does not allow (drop off) of food. Catering company must provide their own catering staff to stay at SoHo for the entire duration of food service. They must assist with serving the food to client and be available until end of event and all guests have finished eating.
17. Set up and access to the venue may begin up to 3 hours prior to the event start time. Please confirm your arrival time with the event manager for the event you will be catering.
18. Catering company staff must do the following at the end of their food service.
 - a. (a.) Remove all related trash from SoHo. (b.) SoHo provides a dumpster directly near the back of the kitchen. (c.) Prep areas must be swept and mopped. Grease spills on table and floors must be completely cleaned immediately. (d.) Tables and kitchen area must be wiped clean. (e.) Warmers must be turned off after use. (f.) 7 chaffers including fuel and serving utensils per 200 guests.
19. SoHo will provide:
 - (a.) One to three 8ft stainless steel tables depending on the event size for use by the catering company during the event. (b.) 2 trash bins (c.) 1 warmer (d.) Four-foot cooler (e.) If any additional needs beyond above is needed, SoHo must be notified 30 days prior to event. SoHo will do it's best to accommodate, a fee may be assessed for additional items.
20. Please note that kitchen staff managers or any other SoHo staff are not able to pack, wrap or deal with any leftover food. In addition, SoHo does not provide any carryout boxes or containers. Prepare for leftovers for your client.
21. Our goal is to provide our clients with the best experience. We need the catering companies to follow all rules and regulations.
22. Any and all request beyond our professional courtesy for use of any of our staff, kitchen, ovens, fryers will require an immediate payment that must be paid with cash or with credit card before the event start.
 - a. Staff members \$250/per staff for 4 hours.
 - b. Use of kitchen to fry/cook etc.... \$500 to \$1,500 (depending on event size)
 - c. Storage of fridge/freezer \$150 to \$300
 - d. Special plates/etc.... \$25 per plate
 - e. Food packaging \$250 to \$500
 - f. Extra chafing dishes \$30/per dishPayment must be paid immediately or a security deposit of \$1,500 to have access to above services and balance to be paid at end of event.
23. All catering companies who do not follow the above rules will not be permitted as a vendor.

I have read the rules and regulation policies and will abide by all items listed.

Signature: _____ Date: _____