

Vendor Guidelines

- *Hosts are welcome to secure vendors of their choice for events. Hosts are required to send vendor name and information for approval, prior to contracting vendor. Vendor requirements for space, power and additional needs should be confirmed with the Catering Office before your contract is signed.*
- *A copy of all signed contracts should be given to the catering office after confirming vendors.*
- *A certificate of insurance must be provided for vendors contracted to work at Columbia Country Club.*
- *As some floral arrangements may require additional set-up time, please have your florist contact the Catering Office to arrange a suitable installment plan. All floral items should be removed at the conclusion of the event. The Club is not responsible for the storage of any floral items prior to or after the event.*
- *Free standing decorations are recommended. No nailing or stapling to walls or ceilings is permitted. Taping may only be used on carpeted floors.*
- *All vendors responsible for set-up and clean-up of their contracted items. The Club will supply any necessary cleaning supplies when appropriate. Additional fees may be incurred for clean-up if proper care is not taken by the vendor.*
- *All fire exits must always be kept clear. All vendors must adhere to fire code regulations*
- *All vendors must adhere to Columbia Country Club's dress code. Denim is not permitted during load in. Jackets are not required for photographers and band members; however, they should be dressed in suitable attire. Black is recommended.*
- *Vendors may not invite guests or potential clients to view their work at private events.*