MAISON AMIE

Vendor Information & Guidelines

Thank you for being part of an event at **Maison Amie**! Our goal is to create an exceptional experience for our guests while maintaining the beauty and integrity of the property.

Please note that some of our facility procedures and vendor guidelines have recently been updated. Even if you have worked events at Maison Amie in the past, we ask that you review this packet in full, as expectations, access points, cleanup procedures, and property protection guidelines may have changed.

These updates are in place to help protect the venue, improve event flow, and create a clear process for all vendors working on site. We appreciate your cooperation and attention to these guidelines moving forward.

Please reach out for questions:

Caymn Turton
Sales & Events Manager
337-802-3804

General Vendor Expectations

- Vendors are responsible for maintaining the cleanliness of their workspace throughout the event.
- Please leave all areas **the way they were found**.
- If you see a trash can on the property, it is available for vendor use.
- At the end of the event, **all vendor trash must be placed in the dumpster on property**.
- Vendors are responsible for ensuring their areas are clean prior to departure.

Ice Machine Access & Location

The ice machine is located in the garage. Ice machine can be found in the storage room located in the garage. Please leave scoop above ice machine for others to use.

Refrigerator Access

Vendors have access to four refrigerators on property:

- 2 refrigerators inside the house
- 2 refrigerators located in the garage

These may be used for event-related storage.

Please remove all items from refrigerators before leaving unless prior arrangements have been made with Maison Amie management.

Trash Bag Location

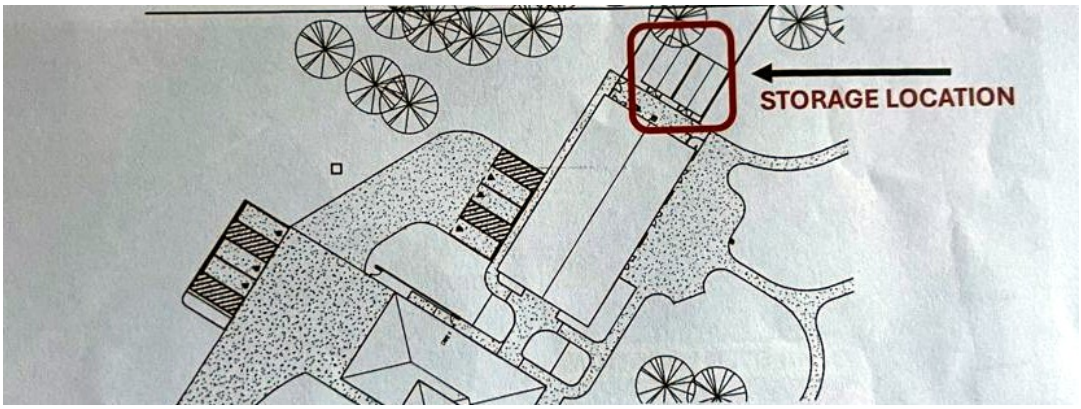
Trash bags for both large cans and small bathroom cans are located in the storage areas inside the catering prep room and the garage storage area, near the ice machine.

For convenience, extra replacement bags may also be found at the bottom of each trash can to help keep cleanup quick and efficient.

Outdoor Chairs & Weather Policy

If outdoor chairs are used during the event:

- **All outdoor chairs must be brought inside at the end of the event.**
- Chairs may be placed:
  - Inside the **Reception Hall**, or
  - In the storage area **behind the Reception Hall**
- If rain begins, chairs must be brought inside as soon as possible to avoid damage.



Site plan — storage location marked in red, behind the Reception Hall.

Wall & Property Protection

To protect the property:

- **Nothing may be applied to walls** (tape, nails, adhesives, etc.)
- The only exception is if a **Damage Protection Waiver** has been signed and paid for.
- Please check with the venue manager prior to attaching anything to walls or structures.

End of Night Procedures (See Trash Location)

At the conclusion of the event, vendors should complete the following before leaving:

- Clean and clear all work areas.
- Remove all personal equipment and supplies unless prior arrangements have been approved.
- Place all vendor trash in dumpster.
- Check refrigerators and remove all vendor items.
- Make sure all doors used by vendors are fully shut.
- Return approved items, furniture, or chairs to the proper location.



Aerial view — dumpster location marked at left.

Items Left Behind

If equipment or materials need to remain on site after the event, please coordinate with:

Caymn Turton || 337-802-3804

Arrangements must be approved prior to leaving items overnight.

Furniture

Please do not move furniture without notice and approval of management.

Catering Guidelines

Caterers are responsible for maintaining kitchen and prep areas. All food service areas must be cleaned before departure.

Vendor Parking



Property map — please utilize the red circle area.

Please do not park on grass close to venue. Please utilize lot across from venue. Utilize gravel drive for access.

Please utilize red circle area.

Music & Sound & Others

All music and sound levels must comply with local noise regulations. If utilizing cold sparks and/or smoke machines, please notify staff asap so we can turn systems into test mode.

Thank You

We appreciate your partnership in helping create memorable events at **Maison Amie**. Your cooperation helps us maintain the quality and beauty of the venue for every guest.