

The Hacienda Vendor Policies

- Vendors must follow the policies and wedding itinerary provided by The Hacienda.
- If you hire outside planners/coordination, they must work with our coordinators and abide by the rules & regulations and timeline of The Hacienda.
- We do not allow movement of plants, pots or Hacienda furniture.
- The Hacienda is available for vendor set-up (1) hour prior to the guests' scheduled arrival time.
- No vendors (i.e. photographer, DJs, mariachi, etc.) are allowed to bring or consume any alcohol on the premises.
- Vendors must bring all of your necessary equipment that you will need (i.e. scissors, extension cords, tape, microphones, speakers, etc.)
- DJs and Live Bands are **not permitted** to plug into The Hacienda sound system or use The Hacienda microphones. Again, you must bring all necessary equipment to provide music & announcements in the cocktail, dining and dancing areas of the property.
- After unloading your equipment, all vendors must park their vehicles in the employee parking area along the back fence/ wall near the dumpsters.
- Any vendor wanting to meet with Hacienda clients at The Hacienda must call the office first to schedule an available time.
- We do not allow additional time to be purchased on the wedding day; therefore, it is necessary that the last song be played 5 minutes before the scheduled ending time.
- The Hacienda estimates 30-45 minutes for formal pictures after the ceremony. Please be prepared to complete the formal pictures in this time frame.
- Wedding rehearsals are on the Thursday evening prior to the event date and are always coordinated by one of The Hacienda wedding coordinators. The rehearsal is (1) half-hour of time. We practice the processional, recessional and explain the process for any formalities included in their ceremony (i.e. unity candle, readings, sand ceremony, etc.). If there is an outside coordinator, they will not be allowed to run the rehearsal.
- The Hacienda does not allow the officiant to practice the ceremony at the rehearsal; therefore, it is not necessary for him/her to be present.
- If the clients have paid for vendor meals, they will be served to vendors once all of the guests have been served. The wedding guests are the top priority in getting fed.

Signature: _____

Date: _____