

Vineetha Tanniru + Joshua Watson: Saturday, July 11

Guest Count: 156 people

Items needed for venue (as of 6/29)

- ~~Planner - House Rules only - AMANDA SIGN COI~~
- ~~Photobooth - COI (Native Daughter + Malibou Lake Mountain Club)~~
- Photographer - COI + House Rules
- ~~DJ - COI + House Rules~~
- ~~Couple - COI + House Rules~~
- ~~Floral - COI + House Rules~~
- Cake - COI + House Rules

*We require an insurance certificate (COI) from all clients and vendors, and signed House Rules from all vendors as well.

The COI must list the following 3 entities as additional insured, carrying at least \$1,000,000.00 General Liability and \$1,000,000.00 Property Damage:

- - Native Daughter, LLC dba Chef Cordelia, 29033 Lake Vista Dr., Agoura, CA 91301
- - The Lodge at Malibou Lake, 29033 Lake Vista Dr., Agoura, CA 91301
- - Malibou Lake Mountain Club, Ltd., 29033 Lake Vista Dr., Agoura, CA 91301

Venue: The Lodge at Malibu Lake (\$9,500)

events@maliboulakelodge.com

- A \$1,000 refundable security deposit by check is due prior to the event
- Final Payment Made
- They also do the catering
- Rehearsal must be scheduled 30 days prior to the wedding (1 hour block on a weekday from M-T)
- Clients need WedInsurance coverage 60 days prior to the event
- COI is required - \$1M policy (see contract for details) 60 days before event
- Rental includes Ballroom, Library Bar, Front Porch, Great Lawn, 5 bathrooms, 3 dressing rooms, and parking lot
- 4 hours of setup time and 6 hours of event time
- All guests and vendors must vacate within 60 minutes of the event end time (parking lot and building MUST be empty with the exception of venue and catering staff), otherwise a \$500 penalty will be charged every 30 minutes
- Event end times are 11PM Saturday with bar closing at 10:30PM and last dance at 9:55PM

- One parking lot attendant is included in the venue fee
- If there are more than 6 children between the ages of 2-10 years of age the venue requires a professional babysitter
- Vendors are required to park in the back parking lot after they have unloaded equipment
- Wax candles are allowed if housed in an enclosure
- Not allowed: fireworks, sparklers, poppers, smoke bombs, confetti, glitter and silly string, nails, tacks, staples
- Low tack and string are allowed
- Loose flowers petals are not allowed inside.
- Decorations must be approved by vendor
- No signs, balloons, are to be posted in the neighborhood
- Smoking is permitted outside only and must not occur within 50 feet of any entrance. There is no smoking allowed on the covered section of the front porch
- Vendors must sign the house rules
- Client is responsible for picking up all paper, flowers, flower petals, decorations on the Great Lawn, Ballroom, Library Bar, in the Dressing Room, and on the Front Porch of the Lodge
- Has a menu of desserts that can be added for an additional fee, but does not provide a cake.

Catering: Chef Cordelia DBA Native Daughter, LLC

- Deposit of \$5,000 was made
- Second payment of 50% of invoice due 60 days prior
- Final payment + security deposit PAID
- Final guest count due 10 days before the event
- Gratuity can be baked in or given later
- Package includes full-service food and beverage
- Caterer schedules mandatory staff breaks for all catering service staff according to the final timeline. If, on the day of the event, dinner service is delayed by 20 minutes or more due to actions or inactions of clients or vendors, the couple will receive a penalty fee of \$40 per staff member.
- ~~• Vendor meals will happen after all guests have been served~~
- Couple selecting buffet options
- Dinner selections:
 - o Salad: Romaine Caesar (made vegetarian)
 - o Side 1: Duo of grilled/roasted vegetables
 - o Side 2: Ricotta ravioli with San Marzano marinara and basil
 - o Entree 1: Roasted salmon with lemon dill remoulade
 - o Entree 2: Roasted Cauliflower

Photography: McCoy Wedding Photography (\$5,000)

Kay McCoy: kaymccoyweddings@gmail.com

- 7 hours of wedding day coverage
- 2 Associate Photographers
- Balance due 30 days before the wedding date

- Galleries delivered within 10 weeks | Sneak peek 1-2 weeks from wedding date
- Additional hours is \$300 per hour per service
- 2 hot meals needed (no dietary restrictions)

DJ: iDJ (\$2,500)

Marcos Rodriguez

- Deposit of \$500 paid at signing
- **Remaining balance of \$2,000 due 6.26.**
- Total wedding package (ceremony, cocktail, and reception)
 - 6.5 hours of music
- Music cannot exceed 85 decibels
- No PA system is allowed outdoors
- There is no additional charges for equipment setup or removal.

Florals: CJ Matsumoto (\$8,302.59)

cjmflowers@cjmatsumoto.com (323) 733-6046

- Deposit of \$2,075.65 (25%) due at signing
- **Remaining balance \$6,226.94 due 2 weeks prior to the event- by Monday 6/29**
- If any changes before 2 weeks there will be an additional 20% charge on the order
- Setup is included
- Everything is designed so that guests can take them home or be disposed at the end of the night, including the bud vases
- Personals \$655: bridal bouquet (\$150), groom bout (\$25 each), bridesmaid bouquet (\$100 x 4), groomsmen bouts (\$20 x 6) + flower girl petals
- Ceremony \$1,300: Archway 8ftx5ft (\$1,150) + welcome table (\$150)
- Reception \$4,610: cocktail high tops (\$35x6), sweetheart table (\$500), mantle (\$300), centerpieces (\$200x16 = 10 bud vases per table),
- Saved \$340 by reducing to 16 dinner tables (instead of 18), adding 2 bouts and flower girl petals- put that extra money to archway setup
- **The florist will not be returning at the end of the night to strike (take down) and remove florals. This was a cost-saving decision, which we fully support—but it does require a plan for the bride/groom.** Venue requires **all florals to be removed off-site** (cannot use on-site dumpsters). Couple has been advised—**confirm they've assigned a point person + transportation plan.** If no plan is in place, flag ASAP to avoid this falling on planner/team at end of night. Florist can return for strike for **+\$2,000** if needed.

Photobooth: Oak + Bloom

Dylan: hello@oakandbloomevents.com

- Day of contact: Dylan Tizon (206) 909-5215

- Arrival: we like to arrive 1.5-2 hours before start time
- Strike: usually takes about 30 min for breakdown
- Timing: right now, we are scheduled for 6:00-10:30, but I'm looking over the schedule and want to confirm that this is when you'd like the photo booth to be open. It looks like cocktail hour begins at 5:30 - are you wanting the photo booth open during the cocktail hour as well as the reception? If so, we may need to adjust our timing and logistics a bit. Happy to hop on a call tomorrow if that's easier to discuss!

Hair & Makeup: Luxe Beauty

Viviana Nicole: viviananicolemua@gmail.com

Cake: Top Tier Treats