



## DJ/Band/Entertainment/MC Event Rules

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Ver. 10/10/19

***Settlers Creek is a Quiet Venue.  
Sound Levels are Significantly Lower than Typical Venues***

*The following event rules have been established to ensure our client's event runs smoothly as well as to protect both the Client and Settlers Creek. We ask that these rules be respected to ensure a positive event experience and maintain compliance with the terms of our venue permit and other applicable County regulations. **This document must be signed by both entertainment vendor and client as soon as possible after the event venue and entertainment contract is in place and again the day of the event.***

### **DJ's Permitted to Operate at Settlers Creek:**

1. Epic Vibe
2. Ruby Frog
3. Audio Affiliated
4. DJs specifically approved in writing by Settlers Creek.

### **Live Bands Permitted to Operate at Settlers Creek:**

1. Kelly Hughes Band
2. Justin Sherfey Band
3. Colby Acuff Band
4. Ted Vigil Tribute Artist
5. Bands specifically approved in writing by Settlers Creek.

### **1. Authority:**

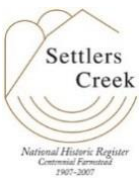
- a. Although vendor may have been directly hired by Client/3<sup>rd</sup> party, from a management and coordination perspective, the entertainment vendor is under the complete authority of Settler Creek.

### **2. Pre-Meeting:**

- a. For vendors or DJ/Entertainers who have not yet provided services to Settlers Creek: a site visit is required to review site conditions and logistics at least two (2) weeks prior to the event date.

### **3. Arrival & Set-up:**

- a. Arrival:
  - i. DJs and solo artists: A minimum of 2 hours in advance of the event start time.
  - ii. Live bands and other entertainment vendors should arrive at least 3 hours in advance or be set up and have completed necessary sound checks 1 hour in advance of the scheduled ceremony start time.
  - iii. Event start time for non-wedding events is established by the start time of the arrival.
  - iv. Event start time for wedding events is established by the start time of ceremony.
- b. Off Loading:
  - i. For Amphitheatre based events: off-loading will be at the South side of the main stage of the Amphitheatre at the concrete apron.
  - ii. For Barn based events: off-loading will be on the West side of the barn near the main entry doors.
  - iii. It is critical that off-loading be as brief as possible as access for other operations are needed.
  - iv. DJs and solo artists: off-loading is no longer than 30min.
  - v. Bands: off-loading is no longer than 1hr.
  - vi. After the allotted unloading time, vendor's vehicles and trailer must be moved to the main parking area.
- c. Set-up:
  - i. DJs: For amphitheater-based systems, components and speakers should remain on the concrete apron.
  - ii. Bands: For amphitheater-based systems, components and speakers should remain as much as possible on the concrete apron. Speaker stand must remain on the concrete unless otherwise approved by the venue.



- iii. Band vendor to provide stage/platform unless otherwise agreed in advance by Venue.
- iv. For Amphitheatre: Set-up is typically center/rear of the main stage against the railing. Other locations if desired must be coordinated with the venue in advance.
  - 1. Power: 2 dedicated 20amp outlets are available.
  - 2. Vendor should bring their own electrical splitters/pig tails for additional receptacles.
- v. For Gazebo based systems, set-up location needs to be coordinated with the venue in advance.
  - 1. Power: 1 partial 15amp outlet is available. Vendor to coordinate with venue on location and power requirements if more than 10amps is needed in this location.
  - 2. Vendor should bring their own electrical splitters/pig tails for additional receptacles.
- vi. For barn based systems, set-up location must be coordinated with the venue in advance.
  - 1. Power: 2 dedicated 15amp outlets are available.
  - 2. Vendor should bring their own electrical splitters/pig tails for additional receptacles.
- d. Regardless of location, all speakers must be directed due East. Speaker must not be “splayed” or directed at an angle away from each other.
- e. Break-Down and Departure:
  - i. Breakdown and departure may not begin until the scheduled event end time (even if the contracted duration ends prior to the scheduled event end).
  - ii. Vendor vehicle and trailers used to transport A/V systems may enter the loading area only after all guests have departed from the event space.

#### 4. Hours of Operation/Sound Levels:

- a. Sound levels and times of operations, including microphones from entertainment vendor must be turned-off by the following times:
  - i. Sunday Through Thursday: To 9:00pm (65db/Max), 9:30pm (49db Max)
  - ii. Friday & Saturday: To 10:00pm (65db/Max), 10:30pm (49db Max)
  - iii. New Year’s Eve: To 12:30am (65db/Max), 1:00am (49db Max)

#### 5. Sound Policy:

- a. *Settlers Creek is a Quiet Venue. Sound Levels are Significantly Lower than Typical Venues*
- b. In accordance with the terms and condition of the Client’s event contract, all sound levels, including voice (MC and announcements) must not exceed 65db as measured at the property line as solely determined by Settlers Creek.
- c. Sound reading will be conducted by Settlers Creek after initial vendor set-up and prior to the start of entertainment. The initial sound reading will be conducted at least 1 hour prior to event time. Entertainment vendor agrees to comply with Settlers Creek’s determination of sound levels.
- d. Regardless of location, all speakers must be directed due East. Speaker must not be “splayed” or directed at an angle away from each other.
- e. Sound levels will be checked by the venue throughout the entertainment period.
  - i. 30 min. prior to the end of the event, sound levels must be lowered by a min. of 25%.
  - ii. Microphones and base levels must be kept low at all times. Microphones are to be at levels lower than the other sound levels.
  - iii. Vendor to ensure that final songs and final announcements are completed by the event end time (10:30pm Fridays & Saturdays, 9:30pm on all other days).
    - 1. This means vendor is to plan ahead as no power to the sound system will be permitted past that time.
  - iv. The final two (2) songs must be slow type songs prior to departure. Absolutely no “rally” type songs will be permitted at any time. Vendor will not encourage or illicit event guests to yell or scream or become unruly so as to exceed the maximum sound levels.
  - v. Vendor will be given a total of two warning should sound levels exceed the maximum allowable.
  - vi. After the 2<sup>nd</sup> warning, should sound levels again exceed the maximum allowable, power breakers may be shut off for the duration of the event or at the sole discretion of the Venue.
- f. Live band & DJ music play time: Music may be played only during the following times: 1) ceremony 2) cocktail hour 3) main reception. There is no audible entertainment sound to be played except during sound check and those event segment noted above.



**6. Communication Policy:**

**a. Announcement of food and beverage service:**

- i. Any mention or announcement regarding the start of any food or beverage service or event segment requires two conditions to be met: **BOTH CONDITIONS MUST BE MET, NOT JUST ONE.**
  - 1. The bride, groom or other client assigned representative has requested the announcement be made.
  - 2. The venue's event manager has requested the announcement to be made.
- ii. The actual announcement to be directed by the Venue's event manager.

**b. Event MC**

- i. For Private Weddings: Vendor and vendor's client to determine announcement timing and content, subject to venue approval and coordination.
- ii. For non-wedding events: Venue (and Client representative if applicable) to determine announcement timing and content.

**7. Vendor's Equipment and Labor Requirements:**

- a. Venue is to provide receptacle outlet power only. All other required equipment is to be furnished by Vendor.
- b. Unless otherwise requested and agreed in writing (through the Client), Vendor is to furnish its own tables, chairs, linens and tent.
- c. Unless otherwise requested and agreed in writing (through the Client), Vendor is to furnish all necessary labor for its own set-up and breakdown.

**8. Standards for Vendor's Equipment:**

- a. Linens must be provided for any vendor tables. Linens must be a neutral color (coordinated with venue) and must be full length to the ground.
- b. Tent must be clean and in excellent condition. Vendor to closely coordinate tent location, timing and installation methods must be approved by the venue at least one (1) week in advance.

**9. Concurrent Performance:**

- a. Music/Performance must start at or before the guest arrival to any particular event segment for which there is planned music/performance. For Entertainment/music being played in more than one location, vendor is to make the necessary plans to ensure music/entertainment starts at or prior to guest arrival into that event space. No "dead stick" time is allowed.
  - i. For example, if vendor has one person to accomplish ceremony music and cocktail hour/reception music, vendor is to provide a means to start playing at the 2<sup>nd</sup> location/event space prior to guests arriving in that space while vendor is breaking down at the 1<sup>st</sup> location.

**10. Food & Beverage Service:**

- a. Vendor will have access to event food and non-alcoholic beverages.
- b. Food and beverage will be made available to vendor after all other guests have been served.

**The Nature of Settlers Creek as a Special Event Venue:**

*Settlers Creek is set within a scenic rural neighborhood. We respect the natural quiet setting and the community around us and ask our clients their guests and vendors to do the same by keeping the sound levels and hours of operation within the limits set in the agreement and maintain an event that is consistent with a measured and respectful event atmosphere. Our livelihood depends on our ability to maintain such an atmosphere while providing a level of service and unique experience that exceed our guest's expectations.*

Authorized Client Representative:	Sign	Date
Vendor Representative:	Sign	Date

**EVENT DAY**

Authorized Client Representative:	Sign	Date
Vendor Representative:	Sign	Date