



Vendor Guidelines

252 Rowley Bridge Road Topsfield, MA 01983



We at Connemara House are excited
to work with you!

Connemara House is a venue situated on 36 acres of meticulously manicured grounds that feature stunning gardens, beautiful orchards, rustic stone walls, rolling meadows, and a picturesque pond.

Our favorite part of hosting events at Connemara House is working with you. Before we collaborate on the event, please read our policies and guidelines. Please contact us if you have any questions.

We can be reached at 978-767-6381 or
events@connemarahousefarm.com

Gina Manganiello
Director of Sales and Events



Vendor Expectations

TIMING, PARKING, ARRIVALS, PROPERTY CONCERNS

- Please use the designated staff parking area.
- All cars and trucks, once unloaded, must be moved into that designated parking area.
- Vendors should never drive on the grass!
- Please do not cause damage to any venue property. Vendors will be held financially responsible for any property damage that directly or indirectly results from their actions.
- Vendors are permitted to arrive no more than 3 hours prior to the event's starting time. If more time is needed, please contact us in advance of the event.
- If items are being removed following an event, the vendor must return at the conclusion of the event and complete removal within 60 minutes thereof.

RAIN PLAN

- Our team will determine the alternate plan in the event of inclement weather.

CLEAN UP

- If your services create trash or leftover boxes, you must take them with you when you leave. Onsite trash is not available.

RESPECT, CONDUCT, DECORUM

- Vendors and all team members should conduct themselves professionally and in a respectable manner. That obligation extends to interaction with event guests, any venue staff on site, clients, and fellow vendors.



Photographers/Videographers

- The couple's dedicated Connemara House Wedding Coordinator will work with the couple and the vendor team to compose the timeline for the event day. Please notify the Wedding Coordinator of your personal timeline within 7 days before the event.
- Please help us by storing your gear/baggage in a manner to not impact other vendors' traffic flow in both the mansion and the tent.
- Conceal all gear and bags so they do not subtract from or impact the event ambiance.
- Kindly consider our property, and do not lean any gear/baggage on the walls of the mansion or the tent poles or sides.
- If any of our property is moved or used for a photo op, please return it to its original location or condition.



Caterers/Food Trucks/Food Cart Vendors

- Two weeks prior to any event, we must furnish The Town of Topsfield's Health Agent a **copy of the menu and a COI**. Please send these to: events@connemarahousefarm.com.
- Please notify Connemara House event staff if you will be using propane to cook or reheat. If you have **more than 40 lbs. of propane onsite**, a **fire permit** must be obtained from the Topsfield Fire Department. All **food trucks** must obtain a **fire permit** from the Topsfield Fire Department. Please have \$50 cash or a check available. topsfieldfireprevention@topsfield-ma.gov 978-887-5148.

DJs/Live Musicians

- The couple's dedicated Connemara House Wedding Coordinator will collaborate with the couple and the vendor team to compile the timeline for the event day. Please notify the wedding coordinator with your personal timeline 7 days before the event.
- If asked by the Venue Event Manager or the Wedding Coordinator to adjust the volume level, please comply immediately and fully. We reserve the right as a venue to control all music amplification for the purpose of local/state rule compliance.

Please see the following information for additional music policies.



DJs/Live Musicians-- Music Policies

- Connemara House Farm requires that all sound inside the dinner/dancing tent must be played through our speaker system. To help community relations with our neighbors, and by working closely with the Topsfield Police, we've invested in a system that limits extreme volume from emanating out of our tent.
- You may use and must use your own DJ Controller, Laptop, Wireless Mic, and any other source device, but **we require that your audio output is fed into our speaker system input.** Our system is professional grade. There are XLR line in jacks for you to plug your system into (you just need to bring two standard XLR Male to XLR Female cables, assuming your controller has XLR out). A Shure wireless handheld microphone set up is included in our equipment rack should you need it.
- Our system is designed to maximize the music volume inside the tent, while adhering to Topsfield town sound requirements imposed to keep peace with abutting neighbors on each side of our property.
- Any entertainment person(s) contracted to play in our tent **MUST** use this system. It is not optional. Failure to follow all sound rules is grounds for immediate music termination at the event.



Helpful Hints

- We suggest disabling any processors wired into your system (such as a drive rack).
- To maximize our system's functionality, set all your channel EQs for music and mics to completely flat.
- When you are playing music or speaking, you will hear when the limiters kick in. When this occurs, the system hard-limits the input signal, no matter how high you turn your mixer's volume control. Maxing out your mixer or controller will only overdrive your preamp; it will not increase the loudness.
- When you arrive at the venue and set up, play around and get familiar with your levels and where/when on your board the limiter will activate.
- When speaking on a microphone (ours or yours) you will obtain the best results with either no music playing or soft music playing under your speaking. If you attempt speaking when the music is at full volume, the limiters will impact the microphone as well as the music.
- Changing the EQ settings on your board will negatively impact the performance of our system. Since our speaker system was designed and programmed around a fully flat signal being input, you want to ensure that's how you have it set when you connect to us. Altering things such as adding bass or reducing midrange impacts our system to not perform to its maximum volume.

We understand that, as professionals, you want to use the technology and tools you are familiar with. We wish that were the case. Unfortunately, the Topsfield Police receive complaint calls from many neighbors regarding loud music. We appreciate you working with us for compliance with the imposed mandatory guidelines and look forward to partnering with you to produce an incredible event for our clients.



Florists/Decor

- The couple's dedicated Connemara House Wedding Coordinator will work with the couple and the vendor team to compile the timeline and details for the event day. Please notify the wedding coordinator with your arrival time, the inventory that will arrive on site, identification of what items are rentals and what items go with the couple at the conclusion of the event, and if you will return conduct clean up.
- No open flames (i.e. candlesticks without a votive) may be used. All candles must be fully enclosed in a glass container or fireproof vessel.
- Glitter, confetti, rice, and birdseed are not allowed.
- You are free to decorate our arbor, tent poles, bars, and tent entrances. Please do not affix anything permanently, or use any materials for permanent attachment, such as nails, screws, staples or hot glue. If you are attaching something please use twine, zip ties, wires, etc.
- Our team determines before the ceremony starts whether the ceremony will be under the tent(s) or outside. You are responsible for moving any of your flowers, décor, assembled items, etc. between ceremony locations as well as ceremony to reception.
- We do not supply ladders, cleaning services or cleaning supplies. Please bring your own equipment and supplies. Also, we respectfully ask that you clean up after your services have been completed.



Cakes/Desserts

- Please leave cake boxes for the cake top and extra cake either under the cake table or with the caterer.
- All deliveries are on the day of the event, please contact us for a scheduled time.
- Connemara House Farm has limited refrigeration.
- Please contact us if you need special arrangements or additional information.



Please review & return within 30 days in advance of the event.
If you have questions, please call 978-767-6381 or email
events@connemarahousefarm.com

Date of Event: _____

Client Name: _____

Vendor Company Name: _____

Vendor Signature: _____



www.connemarahousefarm.com

978-767-6381



Thank You!