

# Holman Ranch

EST  
1928



## CATERER GUIDELINES

Holman Ranch is a private home that is available for parties, weddings, and commercial uses. We are available for functions seven days a week. Holman Ranch will assist you in any way we can to coordinate your activities. Communication is essential. All details regarding set up and schedules are important to us. Teamwork is very essential. At Holman Ranch, we strongly believe in cooperation. No one is the star of the show, except for the client. Respect for our property and your peer vendors is of utmost importance. We're looking forward to working with you in the near future. In our hilly location we only receive Verizon Wireless and AT&T signals. If you have another cell service, be aware that you will probably not be able to make or receive calls. There is an office phone available for emergency use. Please share the below information with all of your employees.

**Don't hesitate to contact us at 831.659.2640 or [info@holmanranch.com](mailto:info@holmanranch.com) with any questions!**  
**Event Cell Phone: 831.676.7460 (Day of Event ONLY)**

**PHYSICAL ADDRESS**  
60 Holman Road  
Carmel Valley, CA 93924

**MAILING ADDRESS**  
P.O. Box 149  
Carmel Valley, CA 93924

**OFFICE ADDRESS**  
19 E. Carmel Valley Rd., Ste. C  
Carmel Valley, CA 93924

**IMPORTANT! – An Accord Certificate of Insurance naming Holman Ranch, LLC, as additional insured is required of all vendors. If you do not have a current certificate on file, you will need to contact your insurance carrier. Vendors must also supply proof of Worker's Compensation Coverage. Vendors serving alcohol must also carry current liquor liability insurance.**

### SET-UP

#### INITIAL

- Time:** Set up and clean up is allowed and varies depending on the individual contract. The client will be billed at the rate of **\$500 per hour** for any early arrivals and/or late departures.
- Deliveries/Rental Equipment:** All rental equipment delivery and pickup **MUST** be scheduled with the Holman Ranch office in advance. You may be required to deliver, store or pick up rental equipment in designated areas so as not to interfere with other scheduled activities. Please call in advance to arrange a delivery schedule.
- Appointments:** Please schedule all visits and appointments in advance with the office. Holman Ranch is a private residence; we ask that you respect the privacy of the owners and do not enter the premises without an appointment. You and/or your client are not permitted to enter the ranch when another function is going on.
- Equipment:** A bar sink, hand sink, and mop sink are available. We also provide a commercial refrigerator, freezer, and ice maker. Please do **NOT** dump any solids in the sinks.
- Cooking Equipment:** You must provide your own barbecue grill, oven, stove, or other cooking/warming device. Please dump ice and dispose of ashes in designated areas only. Due to the sensitive nature of our lawn, no cooking equipment can be on the lawn without a mat underneath—it will scorch and kill the grass. Please **NO** dumping of ice on the grass or in flowerbeds.
- Restrooms:** Your staff may use the restrooms located in the Carriage House. All other vendors will also be using these restrooms.

Updated 06.15.16

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## CATERER GUIDELINES

### INITIAL

- Moving Items:** Absolutely no vehicles or carts are allowed on the grass or in the Rose Patio. Absolutely no Hacienda furniture, fixtures, or decorations shall be moved. If you need something moved, ask Holman Ranch staff for permission and assistance.
- Parking:** One catering vehicle parking spot is located next to the Caterer's Patio. This will leave the other space available for cooking, bussing, plating, etc. All other catering and staff vehicles **MUST** park in our parking lot and walk up. We have temporary unloading parking for vendors inside the gates at the Hacienda. Your vehicle must be moved to the designated parking area no later than 30 minutes before the start of the event. Vehicles must **NEVER** be driven on the grass, including the grass pavers. Vehicles failing to follow this rule will be assessed a \$250 penalty in addition to any assessed damage. Do not block the main road for fire truck access. The reserved parking just before the main estate area is for the client's designated VIP list.
- Alcohol:** All caterers/vendors are required to have liquor liability insurance in order to serve alcohol. We highly recommend not serving shots and closely monitoring the consumption of hard liquor. We also strongly urge caterers to stop serving alcohol 30 minutes before the end of the event. Drinking and driving is very serious and we all need to work together to ensure our guests' safety.
- Speed Limit:** While on Holman Ranch property, the speed limit is 15 mph. Please be on extra alert when passing the Stables and riders on horses. Please observe the 25 mph residential speed limit for Holman Road.
- Bar Setup Locations:** Due to the sensitive nature of the grass on our lawn, we ask that no bartenders stand on the lawn while serving. It creates bald spots and is very costly to repair.
- Language:** Holman Ranch is a beautiful facility that hosts many high-end events every year. Please be mindful of your language and refrain from using profanities while working at our facility.
- Smoking:** There is no smoking on property for vendors or their staff. We ask that you refrain from smoking on property as it's a fire hazard and all areas are open to the guests.

## CLEAN-UP

### INITIAL

- Time:** Set up and clean up is allowed and varies depending on the individual contract. The client will be billed at the rate of **\$500 per hour** for any early arrivals and/or late departures.
  - Moving Items:** Absolutely no vehicles or carts are allowed on the grass or in the Rose Patio. Absolutely no Hacienda furniture, fixtures, or decorations shall be moved. If you need something moved, ask Holman Ranch
  - Cleaning:** All areas should be left as they were before the event started. It is your responsibility to clean all equipment used. Floors must be mopped and swept as part of cleanup.
  - Garbage:** All garbage **MUST** be gathered from all areas and removed from the property. Holman Ranch does provide trashcans for the property, kitchen and bar. All garbage and recycling must be bagged and removed from the ranch by the caterer.
  - Ice:** **DO NOT** dump ice anywhere on the ground, grass, in planters, on walkways, etc.
  - Hot coal/ashes:** Must be disposed of in galvanized receptacle.
- Holman Ranch and Rental Equipment (tables, chairs, benches, etc.) do not have to be broken down. We are not responsible for items left behind by caterers, rental company, vendors or guests. If we do locate items left behind, they will be held for 7 days. If not claimed in 7 days, they will be disposed of. Edible or perishable goods (including cakes) will be disposed of.

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## CATERER GUIDELINES

### AGREEMENT FOR VENDORS

All vendors not on our Preferred Vendor List must sign and return this document as an acknowledgment of receipt and understanding of the attached guidelines.

Please fax this sheet to 831.778.4135 or scan and email to [info@holmanranch.com](mailto:info@holmanranch.com)

We want you, your client, and our guests to have a happy and safe event.

We ask that you treat Holman Ranch property, grounds, and staff with respect.

**THANK YOU!**

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Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

By signing below, I acknowledge that I have read, and understood the attached Vendor Guidelines, and will ensure that my staff and I abide by these guidelines while performing services at the event mentioned above. I also acknowledge that failure to follow these guidelines will result in not being allowed to perform services on the event date and may possibly prevent my business from performing additional services on Holman Ranch properties in the future.

Business Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## CATERER GUIDELINES

### AGREEMENT FOR CLIENTS

Please sign and return this document before hiring any vendors.

Please fax this sheet to 831.778.4135 or scan and email to [info@holmanranch.com](mailto:info@holmanranch.com)

We look forward to celebrating this special occasion with you!

**THANK YOU!**

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Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

By signing below, I have read to and agree to only hire vendors who will abide by the attached guidelines. I understand that all vendors not on the Holman Ranch Preferred Vendor List must be approved in writing by Holman Ranch in advance of hiring or they will not be allowed to perform services on the property. I understand that all compensated vendors must be properly insured—including, but not limited to, General Commercial Liability, Worker's Compensation Coverage, and Liquor Liability Insurance. I understand that any vendor who is not properly insured will not be allowed to perform services on Holman Ranch property. I understand that all vendor insurance and signed guidelines must be delivered to Holman Ranch no less than 30 days before the event to be allowed to perform services for the event.

Primary Contact Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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