



Michigan Wildlife Conservancy

People Helping Wildlife!

SELECTING YOUR VENDORS

CATERER | DJ/ENTERTAINMENT | PHOTOGRAPHY | FLORIST | VIDEOGRAPHY | TRANSPORTATION

Preferred Vendors of the Bengel Wildlife Center

The Michigan Wildlife Conservancy (MWC) provides a DIRECTORY OF PREFERRED VENDORS (see next page) as a courtesy for clients planning a wedding, corporate outing or other special event at MWC. It is our intention to make the planning of your event as easy and stress-free as possible, thus we have provided a list of professionals who pride themselves in quality and service.

These preferred vendors have worked past events at MWC and provide a high-quality product and service in-line with our venue and expectations for our clients. They have also been instructed by management of the rules and regulations and have provided MWC with all required documents, i.e. *Proof of Liability Insurance, all required State of Michigan Licenses, etc.* When selecting one of the preferred vendors, all required paperwork has been completed.

Non-preferred Vendors

We understand people have relationships with professionals in the service industry. If you prefer to engage a non-preferred vendor in a category we have a "preferred vendor" (caterer, DJ, photography, florist, videographer, limo/transportation)—they must be made aware and agree to pay MWC's **vendor fee of 15 percent (15%)**. This is a fee charged directly to the vendor for their use of our facility and amenities, i.e. sanitation, refuse, electricity, appliances, equipment, props, aesthetics, etc., and is in no way meant to be an additional charge to you, the client. You are responsible for making the non-preferred vendor(s) of your choosing aware of this vendor fee due and payable prior to the event; failure of payment from the vendor ultimately makes you responsible to pay the 15% fee. In the event that payment is not received, the vendor will be denied access into the building for the entirety of the day. All non-preferred vendors are also required to adhere and follow all vendor rules. **Regarding caterers**, all caterers are required to have a "Catering Contract" with MWC and agree to abide by the Clinton County Health Department regulations as they apply to the facility. They must also provide MWC with their *Proof of Liability Insurance* and *State of Michigan License issued by the Michigan Department of Agriculture* for catering.

If choosing a non-preferred caterer or other vendor(s), you must notify MWC no less than 90 days prior to the event date and provide their pertinent business information. Please provide a copy of this document to each non-preferred vendor so they are well aware of the "vendor fee" policy. At this point, it is your caterer's responsibility to have all required documents, as identified above, to MWC 30 days prior to your event date. We strive to have caterers at MWC provide a high quality of service and performance.

Regarding vendors, preferred or non-preferred, you as a client of MWC assume all responsibilities for contracting directly with the vendor(s) and managing all pertinent details of the service provided to you for your event. MWC neither implies nor guarantees any certain level of service provided by any vendor(s) you contract with or engage their service for your event. MWC cannot be held responsible for any problems or negligence you might incur with any vendor you engage.

**We want to thank you for choosing the Michigan Wildlife Conservancy for your event.
We take pride in the quality of service provided at our unique and beautiful venue.**

