

These Venue Policies form part of the Venue Rental Agreement between Lake Ploenta, LLC ("Lake Ploenta Weddings") and Client, and apply to Client and all of Client's guests, vendors, and subcontractors. Please read carefully before signing the Venue Rental Form.

1. EVENT SET-UP & GARBAGE REMOVAL

Event Set-Up

1. All property belonging to Client and Client's guests, vendors, and subcontractors must be delivered, set up, and removed on the day of the event. Earlier access for set-up may be arranged for an additional fee. Client is ultimately responsible for the conduct and property of all guests, vendors, and subcontractors.
2. Rental items must be scheduled for pick-up no later than 24 hours following the event. Any exception requires a written amendment to the contract.
3. Alcohol service must stop no later than 11:00 PM or one hour before the end of the event, whichever is earlier.
4. Loud music (DJ or live) must end by 10:00 PM. Background-level music may continue until 11:00 PM while the event winds down.
5. All guests must vacate the premises by 11:59 PM. Clean-up crew may remain until 12:30 AM.

Garbage Removal

Trash disposal — except for items generated by the caterer — is Client's responsibility. Immediately after the event, have your clean-up committee walk all areas used and collect any refuse. Trash may be placed in the Lake Ploenta Weddings on-site dumpster.

2. WEDDING & REHEARSAL PROTOCOL

Ceremony

Ceremonies may be held on the Covered Patio or Lakeside Ceremony Area at no additional charge. The day-of coordinator, caterer, officiant, ceremony music, and sound system are Client's responsibility.

Rehearsal & Rehearsal Dinner

Two-day rentals include a rehearsal window of up to 4 hours, typically the day before the wedding. Your rehearsal dinner may be held on the Covered Patio or Lakeside Ceremony Area during that window. **One-day rentals** may schedule a rehearsal slot of about 2.5 hours earlier in the week, by arrangement. Caterer recommendations are available on our Trusted Vendor List.

Send-Off

Permitted: Glow sticks, glow wands, colored ribbon wands, flowers, organic flower petals, birdseed, and bubbles.

Not permitted: Rice, foil/tinsel, confetti, fake flower petals, glitter, balloons, streamers, fireworks, sparklers, or any open flame or pyrotechnics. For anything not listed, please ask in advance.

Trusted Vendors

Lake Ploenta Weddings maintains a Trusted Vendor List of recommended vendors with proven service records. We prefer vendors from this list. Vendors not on the list must provide a Certificate of Insurance.

Exception: The bartender must be licensed and either selected from the Trusted Vendor List or approved in advance by Lake Ploenta Weddings. Please send us your bartender's name.

Vendor responsibilities:

- **Set-up / Break-down.** Vendors are responsible for their own set-up, break-down, and clean-up within the contracted event timeline.
- **Trash.** All event trash must be carried off-site or disposed of in the on-site dumpster at the end of the event.
- **Compliance.** All vendors must adhere to contract terms and policies. It is Client's responsibility to share these policies with vendors prior to the event.

3. ALCOHOL, MUSIC & ENTERTAINMENT

Alcoholic Beverages

Lake Ploenta Weddings does not supply or sell alcohol. Client may provide their own alcohol. Before the event, Client must obtain a Washington State Banquet Permit from the Washington State Liquor and Cannabis Board and add liquor liability coverage to their

event insurance, naming Lake Ploenta, LLC as additional insured. All alcohol must be served by a licensed bartender (see Trusted Vendors). The following conditions apply to all alcohol service:

1. Client may not sell or attempt to sell alcohol to any person. This includes cash bars and tips in exchange for drinks.
2. No alcohol may be served to anyone under 21, regardless of parental accompaniment.
3. "Shots" and Jägermeister are not permitted at any time.
4. Client must make every reasonable effort to ensure alcohol is not served to anyone who appears intoxicated.
5. Client expressly authorizes Lake Ploenta Weddings, at its sole discretion, to direct security officers or law enforcement to remove any person deemed intoxicated, unruly, or a safety risk.
6. Client is liable for all acts and actions of every person in attendance. Tables, chairs, bartenders, and security personnel are provided as specified in the rental agreement.

Music & Entertainment

Loud or live music must end by 10:00 PM to comply with local sound ordinances. Background-level music (e.g., slow dancing) may continue until 11:00 PM or the end of the rental period, whichever is earlier. Lake Ploenta Weddings reserves the right to require Client to lower the volume or cease music deemed inappropriate, in its sole discretion.

Tip: Lowering the music at 10:00 PM also signals to bartenders and servers that alcohol service is ending — a simple and effective way to manage both at once.

4. VENUE USAGE POLICIES

The following policies apply to all areas of the venue and site, listed alphabetically.

Candles

Open flames are prohibited throughout the property. Battery-operated LED "flameless candles" are permitted and encouraged.

Catering Room

The Catering Room is for pre-prepped meal assembly and distribution only. There is no stove, oven, or warming oven on site.

Decorations

Only push-pins and drafting tape may be used to affix decorations. No masking tape, duct tape, electrical tape, transparent tape, or double-stick tape. No nails or staples anywhere on the property. Decorations may not be hung from light fixtures. All decorations must be removed immediately following the departure of the last guest unless special arrangements have been made in advance. All non-fixed decorations must be free-standing. Any non-standard signage, electrical configurations, or structures require prior approval from Lake Ploenta Weddings.

Deliveries

Coordinate all deliveries with Lake Ploenta Weddings in advance so we can receive them and direct placement. Lake Ploenta Weddings is not responsible for damage to delivered items or for delays caused by Client's failure to coordinate, by Client, or by any delivery company.

Electrical Outlets

All on-site electrical outlets are available for event use. Vendors are welcome to inspect outlet locations before booking.

Facility Use Plans

All proposed facility use plans must be submitted to and approved by Lake Ploenta Weddings at least 30 days before the event to ensure that decorations or structures do not pose a safety risk to buildings, property, or persons.

Facility Layout Changes

Any movement of furniture or venue contents requires prior approval from Lake Ploenta Weddings. Client is responsible for restoring all areas to their original configuration before departure. Placement of tables, tents, live music equipment, and catering equipment must also be pre-approved.

Gate Code

A one-time Gate Code will be provided; it expires after your event. The gate is typically left open during events. If you prefer the gate closed for security, we recommend stationing an attendant with a guest list rather than distributing the code widely.

Gardens & Off-Limits Areas

Parents are responsible for keeping children out of gardens, waterways, and landscaped areas. Private areas — including the main house, boat house, shop, other buildings, and any RV or camp spots not reserved for Client — are off-limits to guests unless specifically invited.

Natural Environment

Please do not disturb plants, rocks, trees, or wildlife (deer, ducks, geese, swans). Do not nail anything to trees or hang ropes, swings, or hammocks from branches. Do not walk in flower beds, enter the waterfall, disturb the fish, or throw rocks into any water feature.

Parking

Designated parking is in the gravel lot north of the venue. Two ADA-compliant spaces are marked adjacent to the venue entrance. Guest parking is not permitted along the driveway or in RV spots without prior arrangement and proper signage.

Photography

All areas of the venue are available for wedding and reception photography, coordinated with your event schedule. Lake Ploenta Weddings reserves the right to use event photographs and media in its promotional and advertising materials.

Refrigeration

Two refrigerators are located in the Catering Room: a residential refrigerator for cold drinks and a large commercial refrigerator suitable for a large cake or perishable items. A large chest cooler is also available in the Bar Area. Clients must provide their own ice, or purchase ice from Lake Ploenta Weddings.

Restrooms

Two ADA-compliant restroom facilities are available on site.

Signage

You may post signage or hang balloons at the front entrance near the Welcome sign or at the front of the driveway. Do not cover or attach to our Welcome sign; do not block the mailboxes. Signs may be tied to trees with string — nailing is not permitted. Sandwich boards are ideal.

Tables & Chairs

Tables and chairs are included with your rental package, as specified in your Venue Rental Agreement. Venue staff set up and put away the ceremony chairs and reception tables. Additional or specialty rentals (such as linens or lounge furniture) are Client's responsibility; we recommend Snohomish Chair Rentals as a trusted partner.

Weather

Our event season runs from May 1 through September 30. As events are booked well in advance, inclement weather is possible. Last-minute rental of tents, canopies, or heaters will be approved as needed.

5. GUESTS & PETS

Children

Children under 18 are Client's complete responsibility. A designated sitter is required for the entire event — one sitter per every five children. Sitter referrals are available on the Trusted Vendor List. Please provide the sitter's name and phone number to Lake Ploenta Weddings before the event. Children must remain supervised at all times and are not permitted near the lake, in any buildings not assigned for event use, in the waterfall, or chasing wildlife.

Contact Person

Client must designate a Contact Person for the day who is not a member of the bridal party, photographer, caterer, florist, or musician — someone available to address issues quickly without conflicting responsibilities.

Disabled Guests

The venue provides level parking and ADA-compliant restrooms. Motorized and transport chairs can navigate the event area. For guests staying overnight, the Baan Rai Cabin has an ADA-accessible restroom.

Guests

Guests are visitors to our private property and are expected to conduct themselves in a mature, responsible, and respectful manner.

Pets

Pets are not permitted in the wedding or reception unless approved in advance. Approved dogs may use the kennels between the Baan Rai Cabin and Lakehouse. Guests may not lock pets in vehicles or enclose them in venue rooms. Any disruptive or abusive animal may be removed at Lake Ploenta Weddings' sole discretion. All animal waste must be picked up and disposed of. Client is responsible for any losses or damages caused by any animal brought by Client, guests, or subcontractors. Prior arrangements are required for any pet involved in the ceremony.

Service Animals

Service animals are permitted by law. Documentation and human ID must be present at the event. Service animals must remain leashed with their owner at all times.

Security

A licensed security guard is strongly recommended for events with alcohol and more than 50 attendees. Referrals are available on the Trusted Vendor List, or you may designate a qualified family member.

Unacceptable Behavior

Lake Ploenta Weddings reserves the right to require any person or group acting contrary to these policies to leave the premises. Non-compliance may result in trespass from the event or permanently from the property, at Lake Ploenta Weddings' discretion. Law enforcement will be contacted in serious or extraordinary cases.

6. PRE-WEDDING TO-DO LIST

A Pre-Wedding To-Do List is provided as an Annex to the Rental Form to help you organize subcontractors, collect required documents, and track roles for your event crew. Once completed, please send a copy to Lake Ploenta Weddings.

The completed checklist, along with all required documents (event insurance, Banquet Permit, and vendor Certificates of Insurance naming Lake Ploenta, LLC as additionally insured), is due no later than 30 days before the event.

We truly appreciate your understanding and look forward to making your special day unforgettable. Thank you for choosing Lake Ploenta Weddings.