



# Vendor Requirements

## Caterer, Bar

Welcome! Whether this is your first time at HSL or you are a returning, we hope you have a great experience. In order to alleviate any stress on the day of the wedding, we've written this information sheet for you.

Historic Shady Lane is primarily an outdoor wedding venue. We provide a 20x20 ft tented prep space with a fridge/freezer, prep tables, water and electricity (2, 20 amp breakers). We have a vendor entrance that you may use for your convenience to park closer to the tented reception space.

**\*Important\*** When bringing any vehicle larger than a pick-up truck - you will need to use the BOARD RD entrance to avoid crossing the 3-ton bridge on the property. Please DO NOT enter the venue via George St.

This entrance will be gated off. You will use code **1930** to enter. This code is for vendors only and is not to be given to guests.

When exiting the venue, pull up to the gate slowly and it will automatically open.

**If you need anything on the wedding day- please reach our HSL staff by call/text at 717-870-6216.** This phone number is reserved for day of needs only.

### Requirements:

- HSL requires couples to book full-service caterers
- If a couple books a food truck; they must book a service for busing, trash
- All caterers and bartenders must provide a current COI. Bartenders must be RAMP certified
- Catering staff must bus all tables, clear trash and clean the catering prep space (tent) before leaving the venue
- Caterer and bar staff must remain on-site throughout the event, until all trash has been cleared from tables, bars, etc (until 11pm if needed)
- Catering/bar trash needs to be removed from the property or taken to HSL dumpster
- HSL staff does not transport alcohol or trash via golf carts

For any additional questions prior to the wedding, please email [caitlyn@historicshadylane.com](mailto:caitlyn@historicshadylane.com)

Thank you!

Historic Shady Lane Team