

TUMBLEWEED SANCTUARY

garden & labyrinth

A Plan for Sustainable Growth and a Responsible Future

Executive Summary

Tumbleweed Sanctuary epitomizes a tranquil oasis nestled within the vibrant community of Yucca Valley, California, poised to host a plethora of enriching events and celebrations. Our unwavering commitment to harmonizing with our neighbors and fostering community bonds underscores our mission.

Introduction

Nestled amidst a residential enclave, Tumbleweed Sanctuary serves as a beacon of serenity and hospitality, offering an idyllic backdrop for a diverse array of gatherings and festivities. Rooted in a deep reverence for our surroundings, we tread lightly while hosting events, mindful of our impact on the neighborhood. Our proposal seeks to strike a harmonious



balance between our aspiration to host events and our steadfast commitment to upholding the integrity of our community.

Business Overview



At Tumbleweed Sanctuary, we aspire to transcend the conventional role of a venue, evolving into a vibrant nexus of communal engagement and cultural exchange. With our versatile event spaces designed to accommodate gatherings of 100 guests, we envision a kaleidoscope of possibilities, from intimate ceremonies to grand soirées. Embracing the rich tapestry of our community, we are poised to host weddings, corporate retreats,

wellness workshops, artistic exhibitions, and an array of other events that capture the essence of Yucca Valley's spirit.

Event Types

Weddings

Wedding ceremonies typically begin at sunset, with a 20-30 minute ceremony in one of our dedicated ceremony spaces. From there, the couple will take photos in the garden while guests gather on the front patio for a cocktail hour. All events are catered most often by a food truck. Our contract includes all set up and includes ceremony seating, reception tables and chairs, and other furniture items, and 4 hours of bartending service out of our vintage camper. Neither cocktail hour or the reception are allowed to have amplified music. Around 7:30 or 8, the bridal party moves inside for music and dancing where amplified music is permitted. All weddings end at 10PM, and we provide staffing for each wedding, including a Wedding Coordinator and 2 or 3 other staff members. We also provide assistance for parking at arrival, and exiting.

Cultural and Community Events

There are many other events that Tumbleweed would like to accommodate. Our space is a great fit for health and wellness events, community events, retreats, conferences and other smaller scale events. We imagine these types of events occurring in the shoulder season, with up to 50 events, and up to 100 guests.

Market Analysis

The burgeoning demand for event spaces in Yucca Valley reflects an evolving desire for meaningful experiences and collective celebration. As one of the few venues equipped to meet this demand, Tumbleweed Sanctuary occupies a unique niche in the local landscape. Our success hinges upon our ability to maximize the number of seasonal weddings, and by adding off season events to our calendar. By capitalizing on this demand and offering a diverse array of events tailored to the unique interests of our clientele, we are well-positioned to thrive in a competitive market.

Sound Management

Tumbleweed Sanctuary is very mindful of amplified sound and its impact on neighbors. Fortunately for all parties, our venue has adequately insulated indoor space for the amplified music elements of weddings and other celebrations. This proactive approach to sound management ensures that our events are enjoyable for attendees while minimizing disturbances to the surrounding neighborhood. We are committed to implementing sound mitigation measures and adhering to all noise ordinances to maintain a peaceful coexistence with our neighbors.

Our Venue Policies include information about the sound/noise ordinance of the Town of Yucca Valley.

We monitor noise levels throughout all events using a decibel meter. We also make sure our neighbors have at least 2 cell phone numbers during weddings and communicate with our neighbors about our event calendar.

We will also look into ways to restrict volume on amplifiers as an additional way to manage sound.

Community Engagement

Central to our ethos is a steadfast commitment to nurturing positive relationships with our neighbors and the broader community. We recognize that transparency, communication, and collaboration are paramount to fostering mutual respect and understanding. Through proactive

engagement and a commitment to addressing concerns in a timely and respectful manner, we aim to cultivate an environment of trust and goodwill.

The business plan hinges on maximizing 100 person events, but we do not wish for this to come at the expense of high-quality small community and cultural events. We are in agreement with the Town of Yucca Valley that these types of events are important to build and maintain our strong local community. Tumbleweed Sanctuary needs to be empowered to host both large-scale 100 person events, which are critical to its business plan, and small-scale community events.



Proposal

We respectfully urge the Town of Yucca Valley to reassess the current cap on events at Tumbleweed Sanctuary, granting us an earnest opportunity to build a lasting business that can serve our community, neighbors, and tourists for many years to come.

It is our goal to continue to grow as The Town of Yucca Valley grows and we have included potential long term plans in this business plan.

The addition of more weddings, and events during shoulder season will allow us to better serve our community, and contribute to the local economy as well.

OUR PROPOSAL IS AS FOLLOWS:

INCREASE NUMBER OF WEDDINGS FROM 39 TO 60, THE NUMBER OF WEDDINGS WE DID BEFORE CLOSING.
16% OF CALENDAR YEAR

ADD UP TO 50 EVENTS IN THE FOLLOWING CATEGORIES SHOULDER SEASON
14% OF CALENDAR YEAR

HONORING THE 5 DAY REST PERIOD RESTRICTS ABILITY TO DO EVENTS TO 30% OF THE CALENDAR YEAR

KITCHEN-STORING COLD FOODS, PREPARING, COOKING AND SERVING HOT AND COLD FOODS ON SITE.

HEALTH AND WELLNESS

Yoga class/retreat 4 times up to 20 guests

Meditation class/retreat 4 times up to 20 guests

Soundbath 6 times up to 20 guests

COMMUNITY/FAMILY

Food drive quarterly no guests

Writers festival annually up to 100 guests

Highway 62 open studio annually up to 100 guests

Full Moon Labyrinth walk monthly up to 20 guests

Neighborhood picnic seasonally up to 30 guests

Soulful Sunday monthly up to 20 guests

Non denomination Service monthly up to 50 guests

Art exhibit/classes monthly up to 15 guests

Solstice and Equinox gathering seasonally up to 20 guests

CEREMONIES ON THE LABYRINTH

Birth Ceremony 3 times up to 30 guests

Anniversary 4 times up to 100 guests

Solstice and Equinox 10-15 guests

Celebration of Life up to 6 times, up to 100 guests

Vow renewal 6 times up to 50 guests

MEETINGS

Town of Yucca Valley Meeting 6 times max 50 guests

Yucca Valley Chamber of Commerce 6 times max 50 guests

Boys and Girls Club of High Desert 6 times max 50 guests

Mojave Desert Land Trust 6 times max 50 guests

Photo shoots

CORPORATE MEETINGS/RETREATS

4 times max 100 guests

EXAMPLE OF PEAK SEASON CALENDAR:

September, October, November, March, April, May

2 weddings every weekend up to 100 guests for a total of 60 weddings

16% of calendar year

EXAMPLE OF SHOULDER SEASON CALENDAR:

January, February, June, July, August, December

Up to 50 events, with 5 day rest period, with a maximum of 100 guests.

Majority of these events would be under 50 guests.

14% of calendar year if up to 50 events

OTHER LONG TERM CONSIDERATIONS AS THE TOWN OF YUCCA VALLEY

Public Art

Community Garden

PARKING

Parking is a critical factor in business and marketing plan and must be resolved in order to begin booking weddings again.

We have a couple options to the parking that are more cost effective, and viable as opposed to asphalt, wall which would be a minimum of \$100,000.00 to install.

Conclusion

Tumbleweed Sanctuary represents more than a mere business endeavor—it embodies a shared vision of community, connection, and celebration. By embracing a holistic approach that emphasizes the importance of large-scale events and community gatherings, we are poised to chart a bold new course for the future of Yucca Valley. In order to realize this vision, Tumbleweed Sanctuary requests the addition of 21 more weddings, and the addition of up to 50 off season events in order to ensure its viability. Together with the Town of Yucca Valley and our fellow community members, we embark on a journey toward a brighter, more vibrant future—one event at a time.

We remain grateful for the opportunity to continue our operations at Tumbleweed Sanctuary and look forward to working together for many years to come.

Thank you for your time, consideration and openness to our vision for sustainable growth and a responsible future.

A picture story to help you follow the path of a

“Wedding Day”

at Tumbleweed Sanctuary Garden & Labyrinth

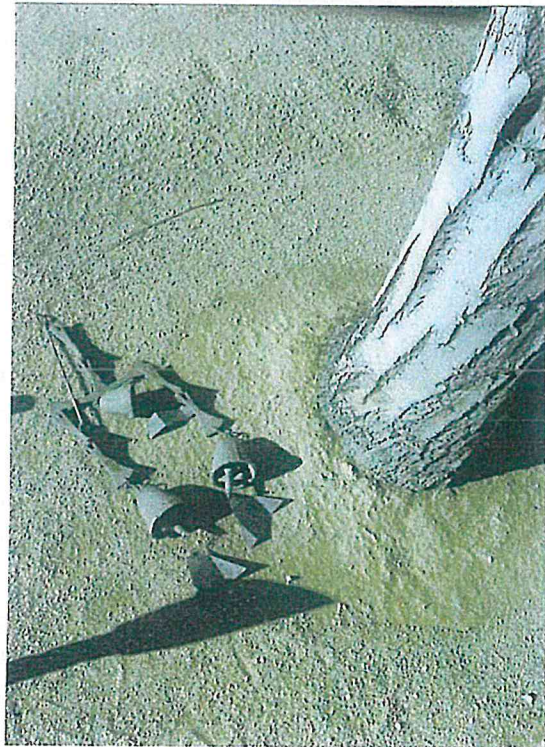
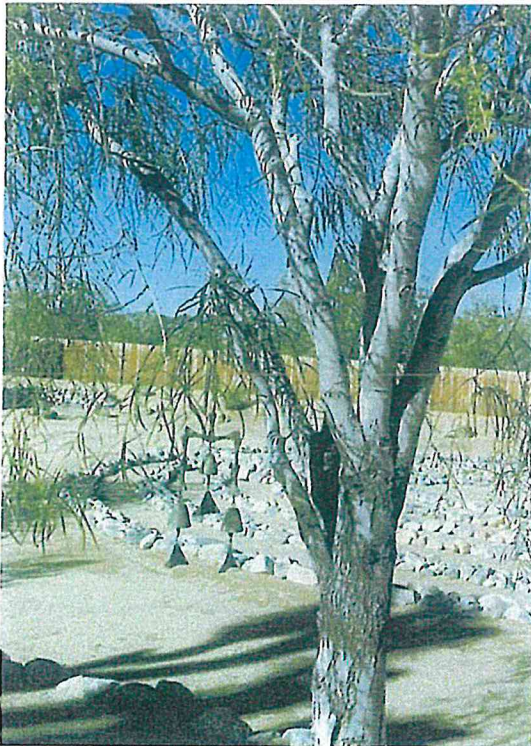
A Wedding Day at
Tumbleweed Sanctuary Garden & Labyrinth



The furniture is kept inside the sanctuary, and is placed outside the morning of the wedding according to the couple's layout. At 9:00 A.M. the morning of the wedding, Tumbleweed's "movers" arrive. They remove the furniture from inside the sanctuary and set up dining tables and up to 100 chairs, the sweetheart table, and the peacock chairs for the couple in the outdoor dining area. They set up the ceremony seating up to 100 chairs, outdoor lounge areas, which includes daybeds, benches, wicker chairs, coffee tables, end tables, hi top tables, and umbrellas for shade in the summer weather.



The event manager arrives at 12:00, unlocks and opens the gates, opens the sanctuary doors, turns on all the lights, sets indoor temperature 68/70, wipes down all tables, hangs the windchimes, hangs lights at the exterior guest entrance, sets signs out in designated spots, and fills water stations on front patio and welcome table.



The windchimes used to hang from the trees all the time. One of the neighbors said they are annoying at times. In consideration of the neighbors the wind chimes are now hung in the trees the morning of the wedding. Now they are removed from the trees that evening and they lay on the ground beneath, until the next wedding.



Parking sign to direct guest
to guest parking lot



Entrance sign directing guest
to entrance gate



Quiet Voice sign at
the gate to exit

Tumbleweed Sanctuary requires the couple to hire their own “Day Of” planner. When the couple’s “Day Of” planner arrives, Tumbleweed’s event manager and the planner conduct a walk through for any necessary changes. Their “Day Of” planner manages vendor arrival/set up, ensures any additional decor is present and set up, dining tables etc., facilitates set up so it is completed before guest arrival, manages day-of timeline, and does a final walk-through at the end of the venue rental period with venue site managers.



Tumbleweeds staff, site manager for events arrives at 3:00, wearing a high visual orange vest. The site manager will ensure the gate is closed and will be waiting for the guest to arrive between 3:30 – 4:00.

The parking lot on parcel APN 58821021 is reserved for family and ADA. There are 12 marked standard parking spaces and 3 marked ADA parking spaces directly adjacent to the ADA pathway with rail to the east side door.



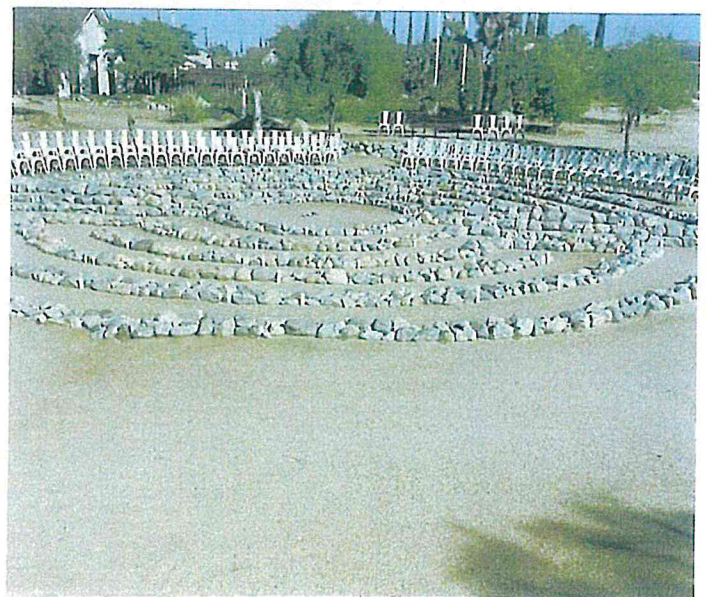
The site manager will greet and open the gate for family and ADA. When other guests arrive, they will be directed to the guest parking lot on parcel APN 58806061. Which is watered down, graded, and compacted at the beginning of wedding season. The guests are greeted and directed to the guest entrance gate.



The guests enter through the guest gate which has Bristo lights lining the pathway on the exterior of the fence. In the interior the railroad ties are lined with beautiful lanterns to light the way.



Once the guests enter through the gate, directly in front of them will be the “welcome” entry table. Typically, the table will have a welcome sign, water station, guest book, and card box. The ceremony seating would be set up either, just west of the of the welcome table (JT ceremony site A) or south of the welcome table (Labyrinth ceremony site B).



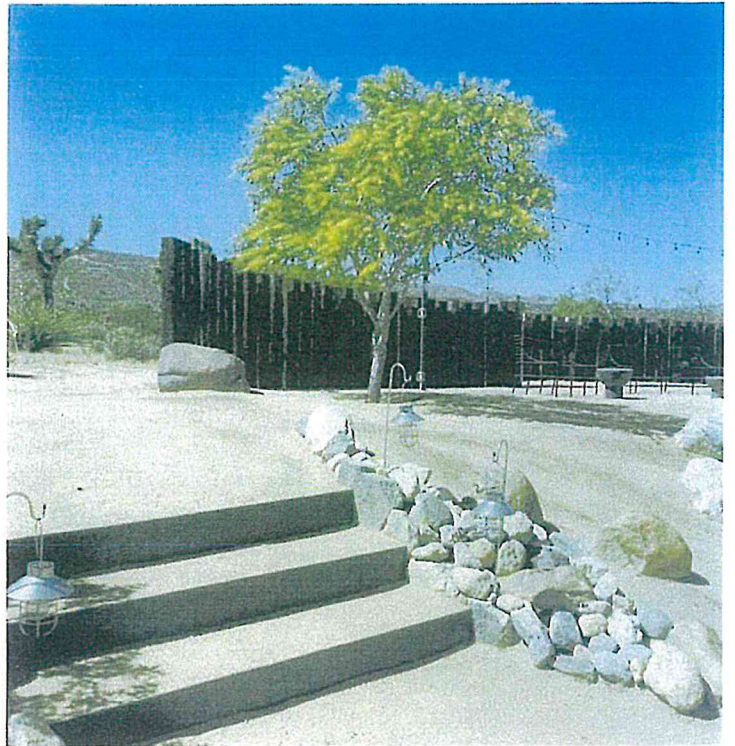
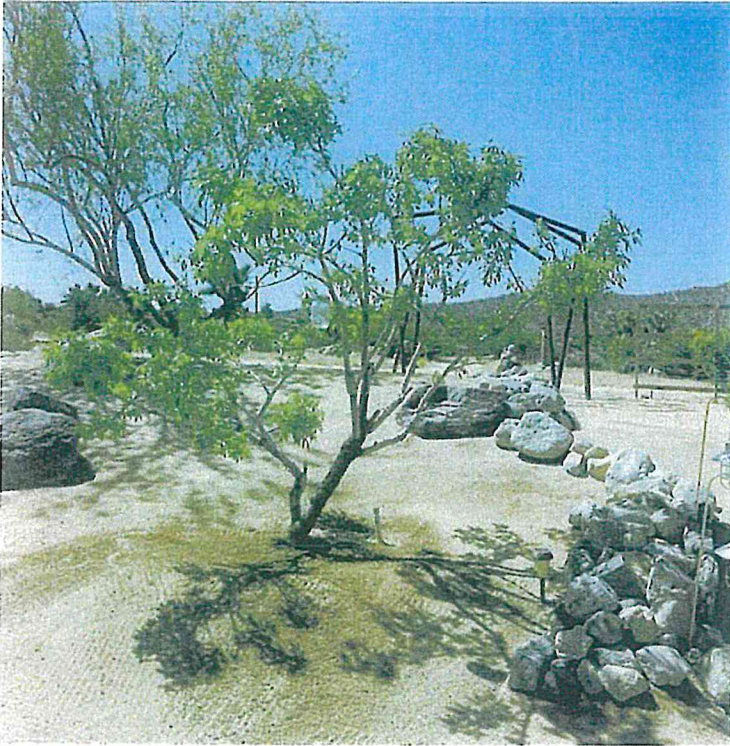
The ceremony typically starts at sundown and lasts about 30 minutes.



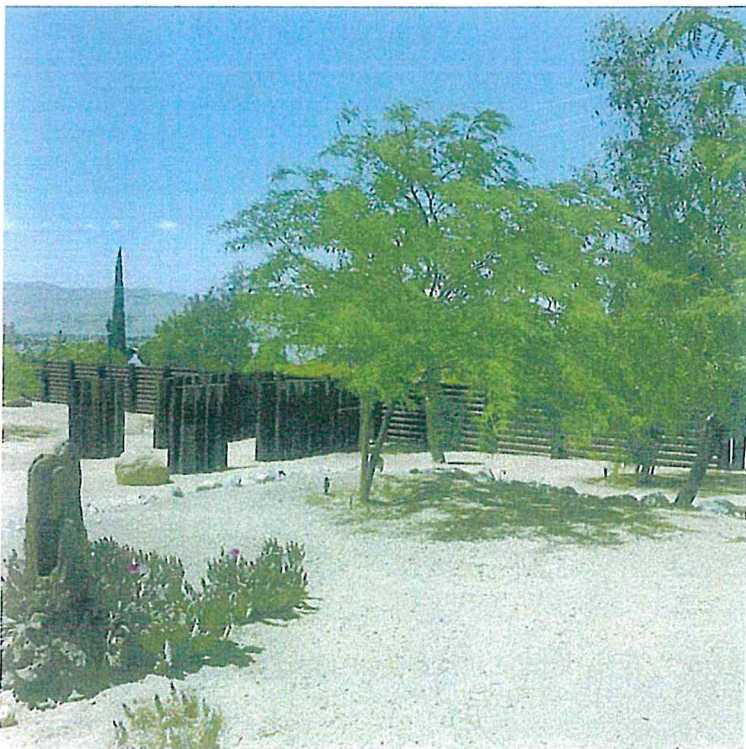


During this time the guests walk around the grounds and take in the beauty that Tumbleweed's has to offer. There are several rock garden areas, in the landscaping.





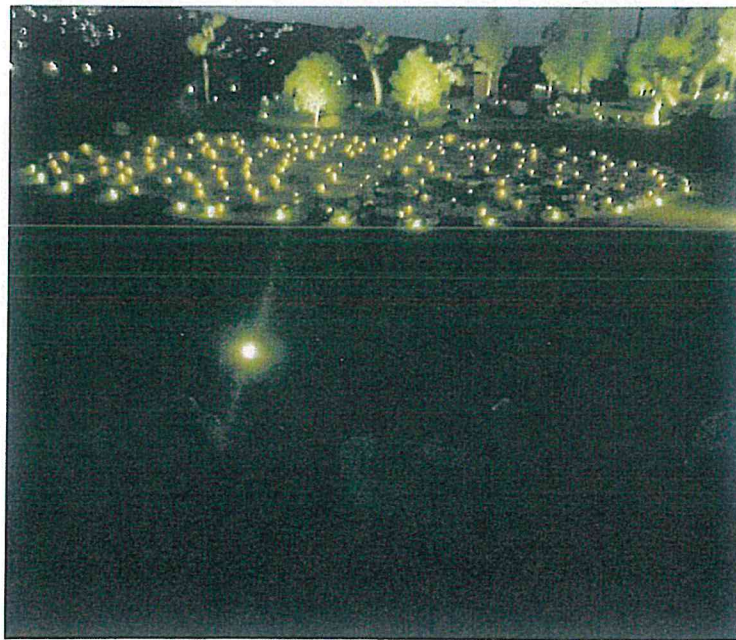
The grounds are filled with beautiful trees that host an array of green hues and colored blooms in the spring.





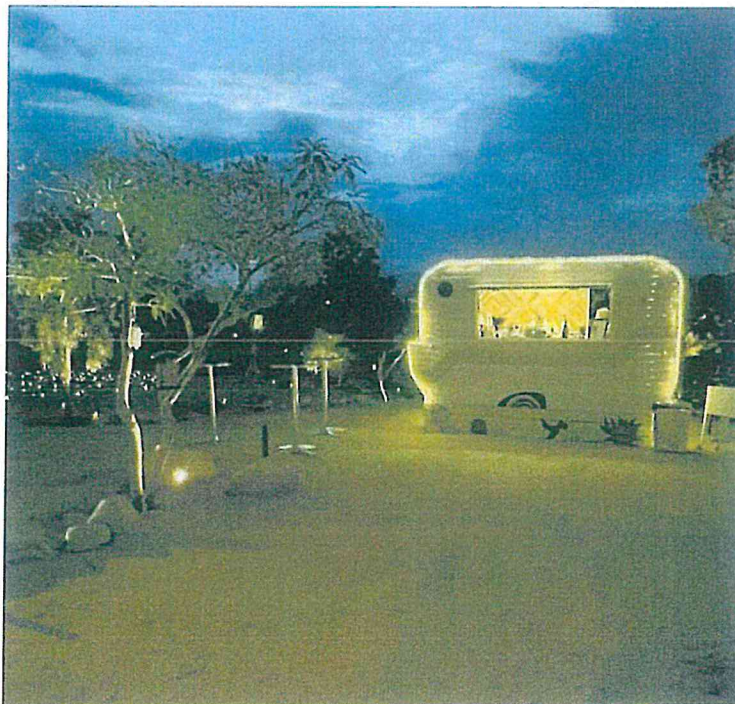
There are several outdoor seating areas to provide the guests with a place to sit and relax.





At dusk, the site manager walks the grounds and turns on all the solar lighting with a remote. As the sun fades over the hills, the lighting turns the grounds into a magical place.

The guests enjoy cocktail hour with drinks served out of our vintage bar camper. All alcoholic beverages are purchased by the couple and delivered to Tumbleweed the day before the wedding. The alcohol beverages are served by a licensed vendor.



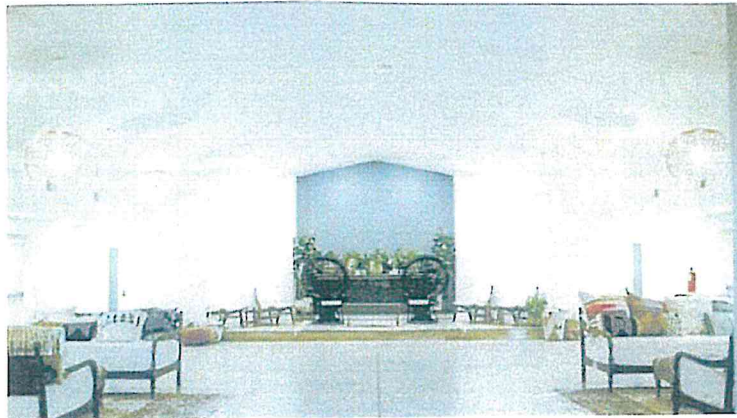
After the ceremony the bridal party, family, and photographer walk up to the Nature Trail for photographs.





The dinner and reception take place on the hardscape (concrete) area south of the sanctuary. There is hanging Bristo lighting which gives this area a soft romantic touch.

Around 7:30 P.M. – 8:00 P.M. the wedding party and guests move indoors for music and dancing. The amplified music is controlled by Tumbleweed staff and is monitored according to the Town of Yucca Valley noise ordinance. Everyone has a couple hours of fun and celebrates with the couple. The music stops promptly at 10:00 PM. The wedding party and all guests are directed by Tumbleweed staff to exit through the guest gate (where we have a “quiet voice” sign, and they are directed to the guest parking lot.



The movers return and put all the furniture back inside the sanctuary and put all the chairs back in storage.



The site manager takes down the windchimes and lays them on the ground, where they lay quietly waiting until the next wedding. The grounds are walked and cleaned of any trash. The vintage bar camper is closed and locked up. All doors and gates are locked, and the night comes to an end.



Tumbleweed Sanctuary Guidelines and Job Descriptions

- Wedding Venue Policy- Clearly states Noise Ordinance
- Letter to Neighbors- At the beginning of the season this letter is mailed to the neighbors with our upcoming schedule.
- The Tumbleweed Kit- A guide to help couples with vendors, Tumbleweed staff role/couples Day Of planner role. Sample Timeline, etc.
- Sanctuary Interior- A description of interior and furniture that remains inside the sanctuary.
- Venue FAQ- Question and Answer
- Week of Wedding- Job description for Tumbleweed staff to follow the week before a wedding.
- Wedding Timeline- Sample, sometimes the times are a little different.
- Tumbleweed Movers- Job description
- Opening Event Manager- Job description
- Closing Event Manager- Job Description



WEDDING VENUE POLICIES - NEW

CAPACITY

Our maximum venue-rental capacity is 100 guests.

EVENT PARAMETERS

- COUPLE are entitled to a maximum use of Tumbleweed Sanctuary, Garden and Labyrinth for 10 hours, allocated among vendor set up, the actual event and vendor tear down.
- **The event shall be completed no later than 10:00 PM.**
- Tumbleweed Sanctuary site fee includes 4 hours of bar service by an approved Tumbleweed Vendor. An additional hour may be added directly with our bar service provider for a maximum of 5 hours.
- **Music and entertainment to be completed no later than 10:00 PM.**
- **Outdoor sound will be monitored by Tumbleweed Sanctuary, Garden and Labyrinth staff at all times.**
- **Ambient Music is allowed outdoors and will be monitored by Tumbleweed Sanctuary, Garden and Labyrinth staff at all times.**
- **Amplified music and dancing shall occur INDOORS – ONLY. No amplified music is allowed outdoors at any time.**
- **Clean-up may occur from 10:00 PM – 10:30 PM.**
- **ALL GUESTS AND VENDORS MUST VACATE THE PROPERTY BY 10:30 PM – NO EXCEPTIONS.**
- Set up and tear down by Tumbleweed occurs outside Couples' contracted time.
- COUPLE are required to hire a professional Day of Coordinator. Coordinator or a representative is required to be on site at rehearsal, when vendors arrive the day of and throughout the event.

Couple acknowledges that the provisions of these Venue Policies supersede any and all provisions of the original Venue Policies between Tumbleweed and Couple and govern the wedding ceremony of Couple.

COUPLE Initial here: _____

NOISE ORDINANCE

Local noise ordinance goes into effect at 10:00pm. All activities must conclude by 10:00pm. WE STRICTLY ENFORCE THIS POLICY.

An exterior noise level of up to 65 dBA CNEL is permitted if the exterior areas are substantially mitigated with a noise barrier of at least six feet in height and the interior noise exposures do not exceed 45 dBA CNEL with windows and doors closed. The following are excerpts from the Town of Yucca Valley Development Code that pertain to noise standards within the Town. No person shall operate or cause to be operated any source of sound at any location or allow the creation of any noise on property owned, leased, occupied or otherwise controlled by such person, which causes the noise level, when measured on any other property, either incorporated or unincorporated, to exceed:

1. The noise standard for that receiving land use for a cumulative period of more than thirty (30) minutes (L50) in any hour; or
2. The noise standard plus 5 dBA for a cumulative period of more than fifteen (15) minutes (L25) in any hour; or
3. The noise standard plus 10 dBA for a cumulative period of more than five minutes (L8) in any hour; or
4. The noise standard plus 15 dBA for a cumulative period of more than one (1) minute (L2) in any hour; or
5. The noise standard plus 20 dBA for any period of time.

| Land Use | Noise Level (Ldn) | Time Period |
|-------------|-------------------|-------------------------|
| Residential | 55 dBA | 7:00 a.m. to 10:00 p.m. |
| | 50 dBA | 10:00 p.m. to 7:00 a.m. |

A/V & ENTERTAINMENT

Sound and volume shall always be kept in accordance with noise ordinance requirements for our location. Tumbleweed Sanctuary, Garden and Labyrinth will manage noise accordingly. Contracted A/V / Entertainment Provider (or COUPLE) will need to furnish all A/V & sound equipment. COUPLE is responsible for providing someone to install and break-down their entertainment, A/V & sound equipment, and manage it throughout the event.

COUPLE Initial here: _____

OUTSIDE RENTALS

COUPLE is responsible for any rental charges on items needed for the event that are not property of Tumbleweed Sanctuary, Garden and Labyrinth. Tumbleweed Sanctuary, Garden and Labyrinth is not responsible for any loss or damages of third-party rentals and does not maintain insurance covering it.

Any rental deliveries need to be made during COUPLE's contracted rental hours. **RENTAL PICK UP MUST BE COMPLETE BY 10 PM OR SCHEDULED FOR THE FOLLOWING DAY.**

COUPLE Initial here: _____

DÉCOR

All types of flame-related items (i.e. candles, votives, lanterns), open flames, poppers, sparklers, glowsticks, fireworks, bonfires and recreational fires are strictly prohibited. COUPLE are not permitted to bring confetti, glitter or rice as part of their décor or event. Additionally, no décor may be affixed, nailed or attached to the walls, ceiling, chandeliers or wall sconces within the Sanctuary without prior approval.

FIRE SAFETY / FIRE CODE

Tumbleweed Sanctuary, Garden and Labyrinth maintains compliance with all occupancy regulations set forth by the Fire Marshall of San Bernardino County COUPLE agrees to observe these occupancy restrictions for all indoor/outdoor venue spaces. * Indoor maximum occupancy of Tumbleweed Sanctuary, Garden and Labyrinth is limited to 125 people.

DOGS / SERVICE ANIMALS

Dogs are welcomed and must always be leashed. Please remember to clean up after your furry friends.

INCLEMENT WEATHER

COUPLE understands that in reserving an outdoor space, inclement weather is always a possibility and will not hold Tumbleweed Sanctuary, Garden and Labyrinth responsible for determining a secondary location, or any financial charges incurred in obtaining either alternate facilities or equipment such as tenting. Any contract installments paid by COUPLE are not refundable in the event of inclement weather.

OUTDOOR LIGHTING & NIGHT SKY PROTECTION

To minimize light pollution which can have a detrimental effect on the environment and the personal enjoyment of the night sky, the Town of Yucca Valley has established regulations and standards which will assist in reducing unnecessary illumination.

The following outdoor light fixtures exceeding the following parameters are exempt: light within 5' of an entryway not exceeding a height of 8' and 75 watts, architectural lighting (highlighting an architectural feature or a light fixture which is ornamental in nature or purpose) whether it is freestanding or attached to a building which does not exceed an intensity of 40 watts.

GROUNDS POLICY

Use of the extended Tumbleweed Sanctuary, Garden and Labyrinth property and walking trails is permitted during daylight hours only.

NATIVE PLANTS AND WILDLIFE

Our Tumbleweed Sanctuary, Garden and Labyrinth is committed to respecting all of our natural resources. When walking on our property please be mindful of the natural vegetation and resist the temptation to collect or handle plants, wildlife, rocks or other materials. In general, we respectfully request all efforts to leave no trace. Anything you bring or introduce into the outdoors should also leave with you. Your stewardship is not only appreciated, it is essential to maintaining our beautiful landscapes for future enjoyment.

Additionally, the Town of Yucca Valley desires to retain and preserve native plants unique to the Morongo Basin and the special contribution Joshua Trees and Yuccas add to the desert environment. The following desert native plants shall be protected; 1) Mesquites two (2) inches or more in diameter or six (6) feet or more in height, 2) all species of Yuccas, Mojave Yucca and Our Lord's Candle, 3) Creosote Rings, ten (10) feet or more in diameter, 4) all Joshua Trees, 5) California Juniper, 6) Desert Willow, 7) Pinon Pine, 8) Palo Verde, 9) Manzanita, 10) all plants protected or regulated by California Desert Native Plants Act. No item(s) may be hung, tied or affixed to mentioned native plants.

Desert Wildlife is wild and free to come and go. Tumbleweed Sanctuary, Garden and Labyrinth does not take any measures to restrict the natural flow of nature nor is it responsible for any damages to your property or person while using our location from injuries incurred in connection with vegetation on the grounds of Tumbleweed Sanctuary, Garden and Labyrinth. Please take necessary precautions when enjoying the grounds.

SMOKING

The interior of the Sanctuary building is a non-smoking space that includes vaping. Smoking (including extinguishing and disposal) will be permitted only in Tumbleweed Sanctuary, Garden and Labyrinth designated areas outdoors. All consumption of drugs including marijuana are prohibited.

COUPLE Initial here: _____

CONDUCT

COUPLE agrees to conduct the event in an orderly manner in full compliance with applicable laws, regulations, and Tumbleweed Sanctuary, Garden and Labyrinth rules and policies. COUPLE assumes full responsibility for the conduct of all persons in attendance at the event and for any damage done to any part of Tumbleweed Sanctuary, Garden and Labyrinth premises during the time of the event. If COUPLE or COUPLE’S guests fail to abide by such standards and rules resulting in fines by City, COUPLE agrees to, immediately upon presentation of such amounts to COUPLE, reimburse Tumbleweed Sanctuary, Garden and Labyrinth for any and all such fines.

COUPLE Initial here: _____

VENUE NAME AND LOGO

The name “Tumbleweed Sanctuary Garden and Labyrinth” and all other service marks, trademarks, trade names, insignias and logos that contain the name “Tumbleweed Sanctuary Garden and Labyrinth” are the sole and exclusive property of Tumbleweed Sanctuary, Garden and Labyrinth. Any use of these names and logos without obtaining the prior written consent of Tumbleweed Sanctuary, Garden and Labyrinth is expressly prohibited, including, but not limited to, radio, television, websites, newspapers, Internet, printed tickets, brochures, apparel items or any other forms of advertising.

HAZARDOUS SUBSTANCES

COUPLE will not cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the premises.

FOOD & BEVERAGE POLICY

FOOD

COUPLE and licensed and insured caterer shall be responsible for all food-related set-up and service, general clean-up of service areas, and the placement of all trash and recycling into the onsite designated dumpster.

The caterer shall provide Tumbleweed Sanctuary, Garden and Labyrinth with a Certificate of General Liability Insurance of \$1M of the caterer requesting to operate on Tumbleweed Sanctuary, Garden and Labyrinth premises with "High Desert Center, LLC, A California limited liability company dba Tumbleweed Sanctuary, Garden and Labyrinth" as the certificate holder no later than _____. Failure to do so will result in termination of this Contract. There is no cooking permitted inside the building, all cooking will be done outside minimum 25ft away from a door with COUPLE and caterer responsible for any necessary equipment for preparing food.

Initial Here: COUPLE _____

ALCOHOL

Tumbleweed Sanctuary, Garden and Labyrinth does not sell or provide alcohol. All alcoholic beverages must be served by the vendor contracted by Tumbleweed Sanctuary, Garden and Labyrinth for 4 HOURS. One additional hour may be contracted by Couple DIRECTLY with vendor for a maximum of 5 hours.

COUPLE is responsible for all consequences of guest behavior during and following the consumption of alcohol. Tumbleweed Sanctuary, Garden and Labyrinth staff retain the right to limit the number of alcoholic beverages being consumed by you or your guests. **"Last Call" for alcohol shall be thirty (30) minutes prior to the scheduled end of your event. Your maximum allowable time for bar service is 5 hours.** If COUPLE provides, or causes to be provided, alcohol not in accordance with the above policies, Tumbleweed Sanctuary, Garden and Labyrinth retains the right to end COUPLES's event immediately and without further explanation.

COUPLE or bartending vendor shall be responsible for furnishing all glassware, garnishes, mixers, and beverages.

Tumbleweed Sanctuary, Garden and Labyrinth will lock all alcoholic beverages on property. COUPLE will provide Tumbleweed Sanctuary, Garden and Labyrinth what vehicle will take left over alcohol off property and Tumbleweed Sanctuary, Garden and Labyrinth staff will load contents into vehicle for COUPLE.

Initial Here: COUPLE _____

Make/Model/ License plate number: _____

EVENT LIABILITY INSURANCE POLICY

The COUPLE shall obtain event liability insurance (including host liquor liability coverage if applicable) at a minimum of \$1M and will include "High Desert Center, LLC, A California limited liability company dba Tumbleweed Sanctuary, Garden and Labyrinth" as a covered entity. A copy of the policy must be provided to Tumbleweed Sanctuary, Garden and Labyrinth by _____. Failure to do so will result in termination of this agreement.

Initial Here: COUPLE _____

Health and Safety

TUMBLEWEED puts the health and safety of our guests and employees as our priority. We will always follow the Centers for Disease Control (CDC) guidelines, which would include frequent cleaning and may include the requirement of masks, gloves and taking temperatures. We may choose to have employees wear masks and gloves, even if it is not required by the CDC guidelines. We will always tell our employees if they have any symptoms of illness or think they have been exposed to an illness, to stay home.

COUPLE agrees to be bound by the terms and conditions of these Venue Policies. Failure of COUPLE to comply with the Venue Policies may result in the cancellation of the Event by Tumbleweed Sanctuary, Garden and Labyrinth. In such event, COUPLE shall not be entitled to any damages, costs or expenses from Tumbleweed Sanctuary, Garden and Labyrinth nor shall Tumbleweed Sanctuary, Garden and Labyrinth be liable because of COUPLE'S breach of these Venue Policies. The parties agree that all requirements for third party acceptance of certain provisions of these Venue Policies must be completed before COUPLE shall be allowed to utilize Tumbleweed Sanctuary, Garden and Labyrinth. These third parties include but are not limited to: Caterer, Staff Service and Entertainment.

TUMBLEWEED SANCTUARY, GARDEN & LABYRINTH RESERVES THE RIGHT TO:

1. Establish interior noise levels in accordance with generally accepted noise standards in the sole discretion of Tumbleweed Sanctuary, Garden and Labyrinth.
2. Establish hours of operation for liquor consumption at Tumbleweed Sanctuary, Garden and Labyrinth with a maximum service time of 4 hours.
3. Prohibit guests from the consumption of alcohol if, in the sole discretion of Tumbleweed Sanctuary, Garden and Labyrinth, an individual presents a threat to his or her safety or the safety of others.
4. Take such photographs of events for the use of Tumbleweed Sanctuary, Garden and Labyrinth.
5. Change the "Venue Policies "of Tumbleweed Sanctuary, Garden and Labyrinth from time to time. COUPLE shall be given notice of such amendment and will be required to consent in writing to such change prior to the COUPLE's event being held.

6. Require any individual violating any of the "Venue Policies" to leave the Tumbleweed Sanctuary, Garden and Labyrinth premises.

Initial Here: COUPLE _____

COUPLE:

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

**High Desert Center LLC
DBA Tumbleweed Sanctuary, Garden & Labyrinth**

Representative Name: _____

Signature: _____

Date: _____

✦
TUMBLEWEED
SANCTUARY
—
Garden & labyrinth

HELLO!

My name is (), and I am the Event Manager at Tumbleweed Sanctuary on Pueblo Trail. I wanted to reach out and let you know that we will be resuming our Fall & Winter wedding season this Saturday and wanted to share our schedule of events with our friends & neighbors.

Our events typically begin around 12 NOON with vendor arrival, guest arrival around 4 PM and all events will end promptly at 10 PM. We have hired onsite security staff to help manage these events, crowd & noise control and keeping our neighborhood safe and sound.

Here are the dates for our upcoming weddings.

If you have any questions or concerns about our upcoming events, please feel free to contact me at any time or come by for a visit. We welcome the opportunity to get to know our neighbors and pride ourselves on being respectful and neighborly.

Thank you very much!

() - **Event Manager**

Vicki French – Owner

503.309.8779



TUMBLEWEED SANCTUARY

garden & labyrinth

THE
TUMBLEWEED
TOOLKIT

57889 PUEBLO TRAIL, YUCCA VALLEY, CA 92284

CURRENT VENDOR LIST

FOOD

CV BBQ
Web: cvbbq.com
E: info@cvbbq.com
PH: 760.668.3370
Insta: @cvbbq

SOHO TACO FOOD TRUCK
Web: sohotaco.com
E: selene@sohotaco.com
PH: 714.793.9392
Insta: @sohotaco

CHEF TANYA'S KITCHEN (VEGAN)
Web: cheftanyaskitchen.com
E: catering@cheftanyaskitchen.com
PH: 760-333-4200
Insta: @cheftanyaskitchen

HARVEST KITCHEN
Web: harvestkitchen.com
E: info@harvestkitchen.com
samantha@harvestkitchen.com
PH: 619.607.1300
Insta: @harvest_kitchen

MIHO
Web: mihocateringco.com
E: Contact@amihoexperience.com
PH: 619.852.5231
Insta: @mihocateringco

DESERT TACO
E: deserttaco83@gmail.com
PH: 760.880.0844
Insta: @deserttacoofficial

WHEAT & FIRE (PIZZA)
Web: wheatfire.com
E: tony@wheatfire.com
PH: 760.459.4260
Insta: @wheatandfire

Epicurean Fling Catering
Web: epicureanflingcatering.com
E: cateringbyzara@gmail.com
Insta: epicureanfling_joshuatree

SWEETS

OVER THE RAINBOW DESSERTS
Web: romanblas.com
E: cakesbyroman@aol.com
Insta: @overtherainbowdesserts

LA DONUT TRUCK
Web: la-donut.com
E: ladonuttruck@gmail.com
PH: 323.929.2253
Insta: @la.donut

BOO'S ORGANIC OVEN
Web: boosorganicoven.com
E: boo@boosorganicoven.com
PH: 760.974.9777
Cell: (760) 819-9105
Insta: @boosorganicoven

PICNIC BAKED GOODS
web: www.picnicbakedgoods.com
E: picnicbakedgoods@gmail.com
Insta: @picnicbakedgoods

FLORAL

PINYON PINE FLORAL DESIGN
E: Pinyonpinefloraldesign@gmail.com
PH: 503.679.6778
Insta: @pinyonpinefloraldesign

SPARKS AND SAND
Web: sparksandsand.com
E: hello@sparksandsand.com
Insta: @sparksandsand

REBEL CREATIVE CO
Web: www.rebelcreativeco.com
E: sami@rebelcreativeco.com
Insta: @rebel.creativeco

PHOTO

APARTMENT 3
Web: apartment3photography.com
E: apartment3photography@gmail.com
PH: 909.809.4809
Insta: @apartment3photography

JENN & PAWEŁ PHOTOGRAPHY
Web: jennandpawel.com
E: jennandpawel@outlook.com
PH: 909.910.9953
Insta: @jennandpawel

BRIANNA BROYLES
Web: briannabroyles.com
E: hello@briannabroyles.com
Insta: @briannabroyles

MATTHEW DAVID STUDIO
Web: matthewdavidstudio.com
E: christina@matthewdavidstudio.com
PH: 626.353.4120
Insta: @matthewdavidstudio

HAPPY CAMPER PHOTO BUS
(photobooth)
Web: happycamperphotobus.com
PH: 951.526.6614
Insta: @happycamperphotobus

VIDEO

THE QUAIL AND THE DOVE
Web: thequailandthedove.com
E: hello@thequailandthedove.com
PH: 760.820.1834
Insta: @thequailandthedove

KISS THE BRIDE FILMS
Web: kissthebridefilms.com
E: kissthebridefilms@gmail.com
Insta: @kissthebridefilms

CURRENT VENDOR LIST (continued)

PLANNER

WEDDINGS BY SABRINA

Web: weddingsbysabrina.com
E: hello@weddingsbysabrina.com
PH: 323.609.5894
Insta: @weddingsbysabrina

HEARTTHROB WEDDINGS AND EVENTS

Web: heartthrobweddings.com
E: hello@heartthrobweddings.com
Insta: @heartthrobweddings

SIXTEENFOURTEEN EVENTS

Web: sixteenfourteenevents.com
E: annejojo@sixteenfourteenevents.com
PH: 213.537.5202
Insta: @sixteenfourteenevents

BLOSSOM EVENTS

Web: www.blossom-events.com
E: mary@blossom-events.com
PH: 805.416.6809
Insta: @blossomeventsco

ROCK N' WILLOW

Web: www.rocknwillow.com
E: hello@rocknwillow.com
PH: Angela (310) 386-1417 or
Silvia 310-749-8569
Insta: @rocknwilowevents

SPECIALTY RENTALS + PLANNING

PALO VERDE PARTY RENTALS

Web: paloverdepartyrentals.com
E: paloverdeparties@gmail.com
Insta: @paloverdeparties

MUSIC

SUPERMOON DJS

Web: supermoondjs.com
E: sabrina@supermoondjs.com
PH: 323.609.5894
Insta: @supermoondjs

CRYSTAL SPARKS

Web: bookcrystalersparks.com
E: Crystal@tothetopmedia.com
PH: 248.910.3629
Insta: @Crystal_tothetop

DART COLLECTIVE

Web: dart-collective.com
E: info@dart-collective.com
PH: 213.915.4375
Insta: @dartcollective

BOB HAMILTON

Web: bobhamilton.net
E: bob@bobhamilton.net
Insta: @dangerousguitarbob

INSURANCE

WED SAFE

Web: wedsafe.com/insurance
PH: 1.877.723.3933

THE EVENT HELPER

Web: theeventhelper.com
PH: 855.493.8368

OFFICIANT

EUROPA GITTE

Web: europagitte.com
E: gitte@europagitte.com
PH: 760.880.0055

WEDDING IN THE DESERT

Web: weddinginthedesert.com
E: weddinginthedesert@gmail.com
PH: 760.820.2908
213.422.5656
Insta: @weddinginthedesert

THE VOWKEEPER

Web: www.thevowkeeper.com
PH: 760.399.6789
Insta: @thevowkeeper

HAIR & MAKEUP

JEN PLUS COLOUR

Web: jenpluscolour.com
E: info@jenpluscolour.com
PH: 760.610.9417
Insta: @jenpluscolour

NIKOL ELAINE

Web: www.nikolelaine.com
E: nikol.elaine@gmail.com
Insta: @nikol_elaine

ACCOMMODATIONS

JOSHUA TREE INN

Web: joshuatreeinn.com
E: joshuatreeinn@gmail.com
PH: 760.366.1188
Insta: @joshuatreeinn

PIONEERTOWN MOTEL

Web: pioneertown-motel.com
PH: 760.365.7001
Insta: @pioneertownmotel

TRAVELODGE INN AND SUITES

Address: 54850 29 Palm Highway
Yucca Valley, CA 92284
PH: 760.365.3311

HOMESTEAD MODERN

Web: homesteadmodern.com
PH: 760.428.8989
Insta: @homesteadmodern

GAIA VILLA

Web: gaiavillajoshuatree.com
E: gaiavillajt@gmail.com
PH: 424.835.1168
Insta: @gaiavillajoshuatree

AUTOCAMP

Web: autocamp.com
E: zbelldrury@autocamp.com
Insta: @autocamp

CURRENT VENDOR LIST (continued)

TRANSPORTATION

CARDIFF LIMOSINE & TRANSPORTATION

Web: cardifflimo.com
E: info@cardifflimo.com
jill@cardifflimo.com
PH: 760.568.1403

FIRST CHARTER BUS (SCHOOL BUS RENTAL)

Web: firstcharterbus.com
E: firstcharter@firstgroup.com
PH: 800.309.1421

LIN LINES

Web: www.linlines.com
E: tmurphy@linlines.com
PH: 760.969.4230

VIP EXPRESS TRANSPORTATION

Web: rideswithvip.com
E: vipexpresstransportation@gmail.com
PH: 760.322.2224

STAFFING

JM EVENT PLANNING

Web: jmeventplanning.com
E: jennifer@jmeventplanning.com
Cell: 562.964.4771

The following list reflects vendors serving the high desert, some listed have worked on site, others have not. We review our vendor list quarterly and make changes as needed. You may work with any vendor you like, they will be expected to comply with our venue policies.

TUMBLEWEED STAFF ROLE vs YOUR DAY-OF PLANNER ROLE

TEAM TUMBLEWEED VS. DAY-OF PLANNER – WHO DOES WHAT?
WE REQUIRE A PROFESSIONAL PLANNER TO HANDLE DAY-OF MANAGEMENT

TUMBLEWEED'S DAY-OF ROLE

- Resource to you + vendors with venue-related questions such as timing, house rules, layout, head count, flow, design, etc.
- Familiarizing any new vendors with the venue (mainly coordination or catering teams)
- Sets all venue furniture in place according to your specific event layout
- Opens the venue at the beginning of the rental period
- Stays on site for the duration of the rental period
- Is a resource for all vendors/guests regarding facilities (lights, power needs)
- Ensures the space is working properly for you + your vendors
- Ensures that all vendors and guests are abiding by policies to ensure a smooth and safe event
- Monitors volume of DJs and live entertainment
- Makes sure restrooms are stocked with toilet paper and hand/paper towels
- Facilitates final walk-through at the end of the venue rental period with day-of coordinator
- Shuts down and locks the venue at the end of the rental period
- Event Strike: Putting away all furniture and décor belonging to the venue

YOUR DAY-OF PLANNER'S ROLE

- Manages day-of timeline and vendor arrival/set up /expectations.
- Your go-to contact for the day-of who will coordinate with any needs from our Site Manager
- On site before any vendors arrive/drop-offs to greet and manage
- Coordination of ceremony at rehearsal period
- Ensures any additional décor or items that are not provided by Tumbleweed are set up and present.
- Facilitates the set-up to ensure a timely completion before guest arrival
- Signs for any deliveries
- Manages any cues related to space transitions, program start and end, entertainment
- Provide you with any personal assistance throughout your wedding day
- Distribution of any final payments/gratuities to vendors on your behalf
- Designates that all of your gifts and personal belongings are with you at the end of the evening
- Makes sure any vendors that need to come back for pick up/clean up (example: florist) returns on time
- Final walk-through at the end of the venue rental period with venue Site Managers

PLANNER AND OTHER VENDOR INFO

Please fill out contact info with email and Instagram handles

VENUE: hello@tumbleweedsanctuary.com @tumbleweedsanctuary
.....

DAY-OF PLANNER:

CATERING:

FLORIST:

PHOTOGRAPHER:

MUSIC:

**ANY OTHER
VENDORS THAT
WILL BE ON SITE:**

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

SAMPLE TIMELINE

please send us the following info

| | |
|--------------|--|
| 1:00pm..... | Vendor Load-In Begins |
| 4:00pm..... | Invitation Time |
| 4:30pm..... | Ceremony |
| 5:00pm..... | Cocktail Hour / Photos |
| 6:00pm..... | Dinner |
| 7:30pm..... | Toasts/Special Dances |
| 8:00pm..... | Dance Party Inside Sanctuary |
| 9:30pm..... | Last Call |
| 10:00pm..... | Music Ends, Vendor Load-Out |
| 10:30pm..... | Guests Leave, Final Walk-through with Day-of Planner |
| 11:00pm..... | Vendor Load-Out Ends |

Most wedding ceremonies start around sunset.

THE QUICK Q&A

1. **How many guests:** 100 (children under the age of 5 are not included in the guest count, nor are the couple or vendors)
2. **How much is the deposit and when is it due:** 50% of site fee is required to reserve your date. The balance is due 60 days before your wedding. Payments are non-refundable.
3. **How do i get invoiced:** you will receive one paypal invoice that will include both payments.
4. **What about a rehearsal:** complimentary two hours for rehearsal and drop off, to be scheduled no sooner than 30 days before the wedding.
5. **Are there any noise restrictions:** yes, the town ordinance which states, "no device that produces any sound shall be audible after 10pm. Please remember our neighborhoods are quiet, surrounded by mountains and voices can easily carry." We will comply with all town and county mandates, whether they be with sound, covid, etc.
6. **What about a mic, or speakers:** you will need to provide all a/v and sound equipment. You will be responsible for install and breakdown of all a/v and sound equipment, have someone manage it throughout the event. Typically, djs provide their own sound equipment.
7. **What time does the wedding need to end:** 10pm
8. **When is last call:** 30 minutes before the end of your wedding.
9. **Where can we have our ceremony:** we have 2 ceremony sites, the labyrinth and the joshua trees.
10. **What about dancing:** amplified music is required to be inside the sanctuary. Ambient music is permitted for your ceremony and during the reception outdoors. You may dance anywhere you like!
11. **Do you have furniture for our use:** yes, we provide ceremony seating, reception tables and seating, and a range of additional furniture is included in the site fee.
12. **Can we use open flame candles, confetti or rice:** sorry, no.
13. **What about parking:** we have guest parking for 75, separate family and vendor parking, and ada parking. While we have ample parking on site, we do recommend hiring a shuttle. It is a nice creature comfort that your out-of-town guests will appreciate. Vendor names included on vendor list. Cabs/uber is extremely limited. Shuttle vendors are included on our vendor list.
14. **Is smoking allowed:** cigarette smoking and vaping is not permitted inside. Cigarette smoking only is permitted outside in our designated smoking area. Cannabis is not allowed.
15. **What is the cancelation policy:** if you cancel, you will not get a refund on your deposit. Both payments are non-refundable
16. **When does the furniture for the ceremony and reception get set up?** Tumbleweed staff sets and tears down all of our furniture outside of your contracted time. When your planner arrives, all of our furniture is already set up. The tear down starts at the end of the wedding and outside of your contracted time.

Lets talk about food and alcohol!

Most of our weddings use food trucks. Why, because it is fun!!!!

Our vendor list will have a range of trucks that serve the high desert, from the most casual food and service to gourmet food and service. There are many options available. Most trucks provide disposable tabletop, and some guests choose to rent tabletop.

If you choose to rent: please be aware of delivery costs from rental company and our fee for receiving delivery and pick up if scheduled outside rental period. Often our guests have rentals picked up and returned by a family member.

Some guests will also choose to add additional staffing during the reception. We do not handle bussing tables, water service, dessert service, or cleaning of any tabletops. You will need to make arrangements for this cleanup.

THE QUICK Q&A (continued)

Alcohol

Our site fee includes 4 hours of bar service from our vintage bar trailer, provided by a local bartending vendor that we have contracted with. We also include disposable cups, cocktail napkins, ice, water stations and an hour of consulting time with the bar vendor. All alcohol must be served by a licensed bartender, and the vintage bar trailer is the only bar we use for alcohol service.

You are permitted to add a 5th hour of service to be contracted directly with bartending provider.

You are able to provide your own alcohol, or purchase through the bartending provider. If you provide your own, you will be responsible for delivery at your rehearsal time and it will be stored onsite. We will load any left over alcohol into a designated drivers' car, or shuttle at time of your departure from the venue.

The law prohibits any alcohol to be served without a licensed bartender, and open bottles will not be permitted on tables at any time

Kegs are not permitted.

Last call is 30 minutes before the end of the wedding.

These policies and practices are not negotiable.

More vendor information

You will receive our vendor list upon booking. The vendors on our list serve the high desert. Some have been at tumbleweed before, others have not. This is not an exclusive list, or a recommended list. We include food, music, photographers, florist, lodging, hair and makeup, etc. You may choose from our vendor list, or use vendors that are not on our list.

You are required to have a day of planner to manage your day. Most couples also hire a florist, photographer, caterer, officiant, and dj.

We have included information on our role and the role of your planner. We do not manage your day, we manage the venue. Pick your planner carefully, it is an important job!!!

Your vendors are welcomed to come onsite starting at the beginning of your rental period, and when your planner is on site as well. All vendors must contact our staff before departure.

Expectations for end of the night clean up:

Your caterer must check out with the venue site manager and day-of planner before leaving.

Our flex space is to be left clean with refrigerator emptied.

All venue trash is required to be taken to our dumpster.

Trash is emptied from every receptacle in common spaces (excluding bathrooms).

All rentals are to be neatly organized for pick up. Day-of planner must stay until all rentals are taken off-site. Client is responsible for correct inventory for returns.

Any liquid spillage, garbage, napkins, broken glass, or food must be cleaned immediately by client's hired service staff.

Covid

We follow all local mandates regarding covid. If we are shut down due to local mandates, and your wedding needs to be canceled, you can reschedule at no additional fee. We do not do refunds for covid cancelation.

Please read our venue policies carefully and keep them to refer to as needed.
We do adhere to all venue policies

CURRENT INVENTORY

DINING FURNITURE

Dining Tables (14) / Seat up to 10 people
Sweetheart Table (1)
Cake/Décor Table (1)
Peacock Chairs (2)
Wooden Bar

CEREMONY SEATING

White Cafe Chairs (256)
Wooden Outdoor Benches (12)

LOUNGE

Bronze Coffee Table
Wooden Side Tables
Round Wooden Top / White Base Table
Round Set of Two Coffee Tables
Fabric Comfy Chairs
Fluffy White Footstools

Fluffy Sheep Skin Chairs
Natural Wicker Chairs
Rose Gold Metal Chairs
Daybeds
Outdoor Metal Couches
Assorted Pillows

Colorful Ottomans with Grey Wooden
Legs
Black and White Benches
Wooden Benches
Black and White Fluffy Pouf
Brown Leather Pouf
(subject to availability)

FINAL WEDDING DAY DETAILS + TIMELINE

✦ BOOKING DETAILS

Names: _____

Date: _____ Number of Guests: _____

Planner Name + Contact Info: _____

Number of Hours Booked: _____

Starting Time: _____ Ending Time: _____

Layout Desired: _____

Please submit your preferred layout using map attached for our approval. We will approve or request edits based on functionality within 48 hours.

✦ VENDOR CONTACT INFO + INSTAGRAM HANDLES

Day-Of Planner: _____

Catering: _____

Florist: _____

Photographer: _____

Music: _____

Any Other Vendors On Site: _____

✦ DAY-OF TIMELINE

Vendor Load-In Begins: _____

Invitation Time for Guest Arrival: _____

Ceremony Time + Location: _____

Cocktail Hour: _____

Dinner: _____

Guests Head Inside for Dance Party: _____

Music Ends: _____

Vendor Load Out: _____

Guests Leave + Final Walk-Through with Day-Of Planner: _____

All Load-Out Wraps: _____

✦ FINAL SIGN-OFF

Client / Planner Signature: _____

Date: _____ Name: _____



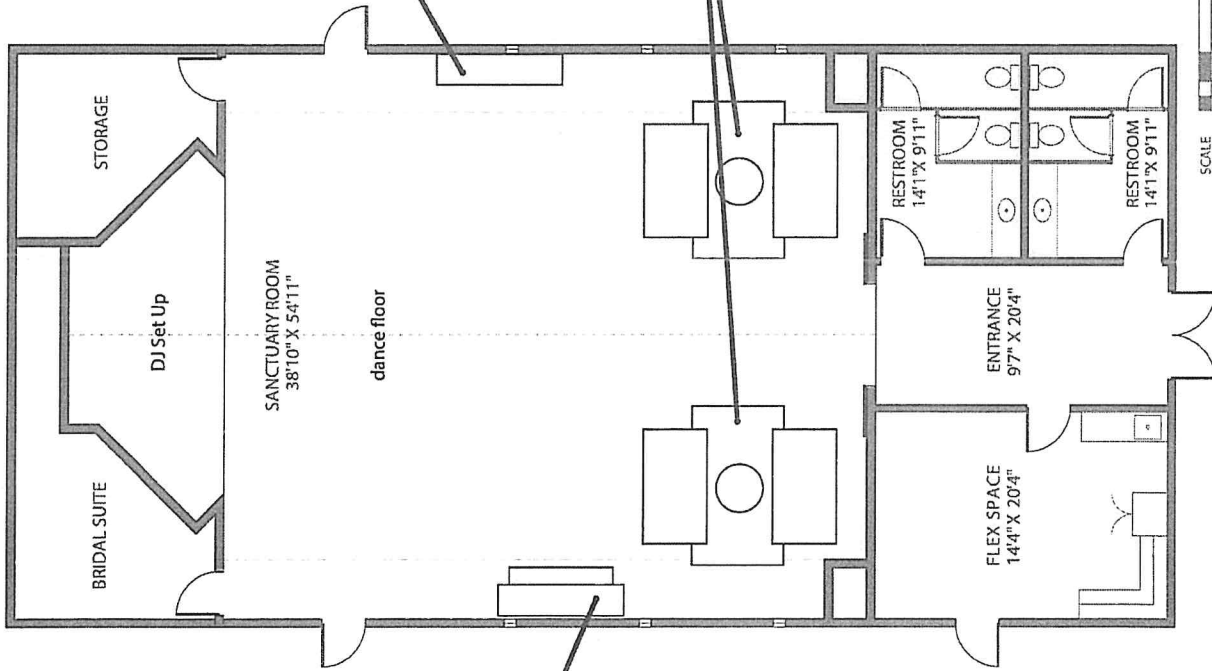
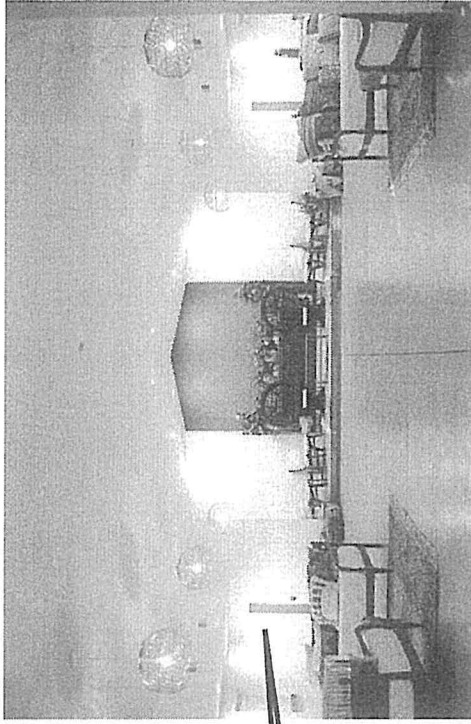


table for people to set drinks on
excuse robbie being a weirdo in
this reference pic lol



daybed seating layout inside

two daybeds facing each other with rug in middle as shown above

round metal tables in middle



dessert tables



slightly nested as shown here
*without plants





TUMBLEWEED
SANCTUARY
garden & labyrinth

Venue FAQ

1. HOW MANY GUESTS: 100 (CHILDREN UNDER THE AGE OF 5 ARE NOT INCLUDED IN THE GUEST COUNT, NOR ARE THE COUPLE OR VENDORS)
2. HOW MUCH IS THE DEPOSIT AND WHEN IS IT DUE: 50% OF SITE FEE IS REQUIRED TO RESERVE YOUR DATE. THE BALANCE IS DUE 60 DAYS BEFORE YOUR WEDDING. PAYMENTS ARE NON-REFUNDABLE.
3. HOW DO I GET INVOICED: YOU WILL RECEIVE ONE PAYPAL INVOICE THAT WILL INCLUDE BOTH PAYMENTS.
4. WHAT ABOUT A REHEARSAL: COMPLIMENTARY TWO HOURS FOR REHEARSAL AND DROP OFF, TO BE SCHEDULED NO SOONER THAN 30 DAYS BEFORE THE WEDDING.
5. ARE THERE ANY NOISE RESTRICTIONS: YES, THE TOWN ORDINANCE WHICH STATES, "NO DEVICE THAT PRODUCES ANY SOUND SHALL BE AUDIBLE AFTER 10PM. PLEASE REMEMBER OUR NEIGHBORHOODS ARE QUIET, SURROUNDED BY MOUNTAINS AND VOICES CAN EASILY CARRY." WE WILL COMPLY WITH ALL TOWN AND COUNTY MANDATES, WHETHER THEY BE WITH SOUND, COVID, ETC.
6. WHAT ABOUT A MIC, OR SPEAKERS: YOU WILL NEED TO PROVIDE ALL A/V AND SOUND EQUIPMENT. YOU WILL BE RESPONSIBLE FOR INSTALL AND BREAKDOWN OF ALL A/V AND SOUND EQUIPMENT, HAVE SOMEONE MANAGE IT THROUGHOUT THE EVENT. TYPICALLY, DJS PROVIDE THEIR OWN SOUND EQUIPMENT.

7. WHAT TIME DOES THE WEDDING NEED TO END: 10PM

8. WHEN IS LAST CALL: 30 MINUTES BEFORE THE END OF YOUR WEDDING.

9. WHERE CAN WE HAVE OUR CEREMONY: WE HAVE 2 CEREMONY SITES, THE LABYRINTH AND THE JOSHUA TREE,

10. WHAT ABOUT DANCING: AMPLIFIED MUSIC IS REQUIRED TO BE INSIDE THE SANCTUARY. AMBIENT MUSIC IS PERMITTED FOR YOUR CEREMONY AND DURING THE RECEPTION OUTDOORS. YOU MAY DANCE ANYWHERE YOU LIKE!

11. DO YOU HAVE FURNITURE FOR OUR USE: YES, WE PROVIDE CEREMONY SEATING, RECEPTION TABLES AND SEATING, AND A RANGE OF ADDITIONAL FURNITURE IS INCLUDED IN THE SITE FEE.

12. CAN WE USE OPEN FLAME CANDLES, CONFETTI OR RICE: SORRY, NO.

13. WHAT ABOUT PARKING: WE HAVE GUEST PARKING FOR 40, SEPARATE FAMILY AND VENDOR PARKING, AND ADA PARKING. WHILE WE HAVE AMPLE PARKING ON SITE, WE DO RECOMMEND HIRING A SHUTTLE. IT IS A NICE CREATURE COMFORT THAT YOUR OUT-OF-TOWN GUESTS WILL APPRECIATE. VENDOR NAMES INCLUDED ON VENDOR LIST. CABS/UBER IS EXTREMELY LIMITED. SHUTTLE VENDORS ARE INCLUDED ON OUR VENDOR LIST.

14. IS SMOKING ALLOWED: CIGARETTE SMOKING AND VAPING IS NOT PERMITTED INSIDE. CIGARETTE SMOKING ONLY IS PERMITTED OUTSIDE IN OUR DESIGNATED SMOKING AREA. CANNABIS IS NOT ALLOWED.

15. WHAT IS THE CANCELATION POLICY: IF YOU CANCEL, YOU WILL NOT GET A REFUND ON YOUR DEPOSIT. BOTH PAYMENTS ARE NON-REFUNDABLE

16. WHEN DOES THE FURNITURE FOR THE CEREMONY AND RECEPTION GET SET UP? TUMBLEWEED STAFF SETS AND TEARS DOWN ALL OF OUR FURNITURE OUTSIDE OF YOUR CONTRACTED TIME. WHEN YOUR PLANNER ARRIVES, ALL OF OUR FURNITURE IS ALREADY SET UP. THE TEAR DOWN STARTS AT THE END OF THE WEDDING AND OUTSIDE OF YOUR CONTRACTED TIME.

LET'S TALK ABOUT FOOD AND ALCOHOL!

MOST OF OUR WEDDINGS USE FOOD TRUCKS. WHY, BECAUSE IT IS FUN!!!! OUR VENDOR LIST WILL HAVE A RANGE OF TRUCKS THAT SERVE THE HIGH DESERT, FROM THE MOST CASUAL FOOD AND SERVICE TO GOURMET FOOD AND SERVICE. THERE ARE MANY OPTIONS AVAILABLE. MOST TRUCKS PROVIDE DISPOSABLE TABLETOP, AND SOME GUESTS CHOOSE TO RENT TABLETOP. IF YOU CHOOSE TO RENT: PLEASE BE AWARE OF DELIVERY COSTS FROM RENTAL COMPANY AND OUR FEE FOR RECEIVING DELIVERY AND PICK UP IF SCHEDULED OUTSIDE RENTAL PERIOD. OFTEN OUR GUESTS HAVE RENTALS PICKED UP AND RETURNED BY A FAMILY MEMBER.

SOME GUESTS WILL ALSO CHOOSE TO ADD ADDITIONAL STAFFING DURING THE RECEPTION. WE DO NOT HANDLE BUSSING TABLES, WATER SERVICE, DESSERT SERVICE, OR CLEANING OF ANY TABLETOPS. YOU WILL NEED TO MAKE ARRANGEMENTS FOR THIS CLEANUP.

ALCOHOL:

OUR SITE FEE INCLUDES 4 HOURS OF BAR SERVICE FROM OUR VINTAGE BAR TRAILER, PROVIDED BY A LOCAL BARTENDING VENDOR THAT WE HAVE CONTRACTED WITH. WE ALSO INCLUDE DISPOSABLE CUPS, COCKTAIL NAPKINS, ICE, WATER STATIONS AND AN HOUR OF CONSULTING TIME WITH THE BAR VENDOR. ALL ALCOHOL MUST BE SERVED BY A LICENSED BARTENDER, AND THE VINTAGE BAR TRAILER IS THE ONLY BAR WE USE FOR ALCOHOL SERVICE.

YOU ARE PERMITTED TO ADD A 5TH HOUR OF SERVICE TO BE CONTRACTED DIRECTLY WITH BARTENDING PROVIDER.

YOU ARE ABLE TO PROVIDE YOUR OWN ALCOHOL, OR PURCHASE THROUGH THE BARTENDING PROVIDER. IF YOU PROVIDE YOUR OWN, YOU WILL BE RESPONSIBLE FOR DELIVERY AT YOUR REHEARSAL TIME AND IT WILL BE STORED ONSITE. WE WILL LOAD ANY LEFT OVER ALCOHOL INTO A DESIGNATED DRIVERS' CAR, OR SHUTTLE AT TIME OF YOUR DEPARTURE FROM THE VENUE.

THE LAW PROHIBITS ANY ALCOHOL TO BE SERVED WITHOUT A LICENSED BARTENDER, AND OPEN BOTTLES WILL NOT BE PERMITTED ON TABLES AT ANY TIME.

KEGS ARE NOT PERMITTED.

LAST CALL IS 30 MINUTES BEFORE THE END OF THE WEDDING. THESE POLICIES AND PRACTICES ARE NOT NEGOTIABLE.

MORE VENDOR INFORMATION:

YOU WILL RECEIVE OUR VENDOR LIST UPON BOOKING. THE VENDORS ON OUR LIST SERVE THE HIGH DESERT. SOME HAVE BEEN AT TUMBLEWEED BEFORE, OTHERS HAVE NOT. THIS IS NOT AN EXCLUSIVE LIST, OR A RECOMMENDED LIST. WE INCLUDE FOOD, MUSIC, PHOTOGRAPHERS, FLORIST, LODGING, HAIR AND MAKEUP, ETC. YOU MAY CHOOSE FROM OUR VENDOR LIST, OR USE VENDORS THAT ARE NOT ON OUR LIST.

YOU ARE REQUIRED TO HAVE A DAY OF PLANNER TO MANAGE YOUR DAY. MOST COUPLES ALSO HIRE A FLORIST, PHOTOGRAPHER, CATERER, OFFICIANT, AND DJ.

WE HAVE INCLUDED INFORMATION ON OUR ROLE AND THE ROLE OF YOUR PLANNER. WE DO NOT MANAGE YOUR DAY, WE MANAGE THE VENUE. PICK YOUR PLANNER CAREFULLY, IT IS AN IMPORTANT JOB!!!

YOUR VENDORS ARE WELCOMED TO COME ONSITE STARTING AT THE BEGINNING OF YOUR RENTAL PERIOD, AND WHEN YOUR PLANNER IS ON SITE AS WELL. ALL VENDORS MUST CONTACT OUR STAFF BEFORE DEPARTURE.



TUMBLEWEED SANCTUARY

garden & labyrinth

- **WEEK OF WEDDING FACILITY MANAGER**

- The following to be done by the Facility Manager, no later than Wednesday before the wedding
- Check all systems including electric, plumbing, HVAC, bistro lights, disco ball
- Water down the drains in restrooms
- Ice purchased
- Check supplies for restroom for TP, soap, paper towels, and bar for cups, napkins, water station
- Parking lot clean
- Make sure signs are ready

- **WEEK OF WEDDING MANAGER**

- Confirm all documents are in client file
- Confirm final details, layout, timeline per client meeting
- Confirm movers, cleaners, security if needed, and other staffing
- Prepare client file/box for flex space with plans, layout, schedule, contract, keys, remotes, vendor contact info, emergency info
- Confirm details on rentals deliveries or pick ups
- Email introduction to all vendors, info to know, including check out at end of night. This is new.

- **MANAGER DAY OF**

- Oversee set up below
- Responsible point person for County and State Mandates relating to sound, light, and COVID Ordinance
- Client file ready. Review contract, timeline, vendor arrivals etc.
- Approve completed layout with movers
- Greet all vendors, La Cantina, florist, photographers, planner, officiant
- Contact person for neighbors
- Final walk through with planner, vendors etc before departure
- Handles dinner for staff, orders out, or food vendor providing meals. CC and petty cash available for this purpose
- Communicates with movers end of night
- Confirm rental company delivery/pickup
- Oversee removal of supplies from flex space

- If overnight security, start shift at 11:30 when movers leave, and end shift at 7:30AM when cleaners arrive
- Rentals can be stored in flex space, and we are not responsible for counting, inventory etc.

- **SECOND PERSON SET UP DAY OF**

- Confirm ice supply
- Confirm sprinklers are off
- Confirms all supplies for restroom and bar
- Set up games
- Set up smoking area with ash tray in designated location
- Set up parking area with signage and cones
- Set up garbage cans
- Set up bar camper, unlock, install awnings, check lights, bring step stool, ice down product, fill fresh water
- Set up lighting
- Last check of restrooms
- Hand windchimes
- Check restrooms during event to clean, empty garbage and restock
- Open entry gate
- Turn on disco ball
- Last trip around property for clean up
- Sprinklers back on
- Keep candles separate that need batteries

- **TW END OF NIGHT STRIKE**

- Turn off bistro lighting
- Turn off fake candles
- Empty all trash to dumpster if cleaning is next am
- Remove windchimes and lay on ground

- **MOVERS END OF NIGHT STRIKE**

- Move all tables, chairs, day beds, and other furniture to storage location OR
- Set up for next day with security overnight
- Close entry gate and lock, and north end gates and shed gate and lock
- Lock parking lot gate if security stationed overnight and furniture is out
- Close, lock all doors and gates, and set security alarm
- Pull and store all solar light

- **CLEANERS END OF NIGHT/NEXT DAY**

- Empty all trash to dumpster
- Restock and replace restroom supplies/TP, towels, soap, garbage bag
- Clean floors, restroom, refrigerators, bridal suite
- Empty all trash and replace garbage bags

-
- MISC FOR EVERY WEDDING
- Last call is 9:30 unless otherwise in contract. Announced by DJ
- Cut DJ at 10PM
- Guests must be off property by 10:30PM
- Remaining alcohol from camper, flex fridge, and gifts taken to specified vehicle (determined before hand)
- Lost and found goes to Manager

Wedding Timeline

Friday 9/6-

Rehearsal 11am-1pm

- Will bring alcohol, signs, guestbook,

Saturday 9/7

7-11am- Rentals arrive

2:00- Wedding party arrives at Tumbleweed Sanctuary

2:15- First look

2:45-4:15- wedding party portraits, group photos

3:00- Lis (violinist) arrives

3:30- Celene (officiant) arrives

4:00- Guests arrive, Wheat and Fire arrives

4:30-5:00- ceremony

5:00- family portraits/photos

5:00-6:00- cocktail hour

6:15- sunset photos- Jake and Jen

6:00-7:00- Dinner

7:15-7:30- We thank everyone for coming, toasts (dad, Ani, Justin)

7:45- Cut cake

8:00- First dance

10- done

Things for coordinator-

Set up plates, glasses, table settings, flowers

Setup PA system for ceremony space- test it out

4:30- line up bridal party

5:00- move PA system over to dinner area

6:00- Announce dinner- everyone to find their seats

6:00-6:30- Release tables for buffet- describe menu : pizza buffet (vegan and veggie options), salads, mac & cheese

Help cleaning up of plates, trash

7:45- announce cake cutting/remind people to sign guest book

8:00- announce for everyone to go inside for first dance

8:00- move PA system inside for dancing, dim lights

8:05- Help with music for first dance



TW - MOVERS

PRE-ARRIVAL:

- Confirm AM / PM move schedule and times with the boys one week prior to event
- Print out diagrams prior to move - ceremony, hardscape, grounds and sanctuary

SANCTUARY:

- Remove all dining tables, white metal chairs, high cocktail rounds, 4 daybeds, rugs, ottomans, wicker chairs to hardscape
- Remove sweetheart table and peacock chairs to hardscape (if requested or outdoor storage)
- Remove 2 Hi-top tables
- Remove 4 black & white benches
- 4 daybeds, rugs, 2 coffee tables, 3 round metal tables, one hi-top (side wall), white bar table (side wall), wood bench, dessert table remain in Sanctuary
- Refer to diagram for dessert table and DJ location

FOYER:

- Wood bench (side wall)
- Hi-top (sidewall)

FRONT PATIO:

- 1 daybed, rug, coffee table, blanket basket (winter) to right
- 1 Hi-top table for H2O station to left

BAR TRAILER:

- 3 high cocktail rounds to left side of bar trailer
- 2 white rolling coolers - one to left and one to right of trailer window

HARDSCAPE:

- Outdoor lounge - 2 daybeds, 2 rugs, 2 ottomans, 2 white tables, 4 wicker chairs, 2 umbrellas (summer only)
- Refer to printed layout for total number of dining tables, white metal chairs and table placement
- 1 daybed, rug and coffee table in center of hardscape
- Remaining tables / white metal chairs stored in outdoor storage

CEREMONY:

- Set up chairs from printed diagram (JT, Labyrinth, Arches)
- 2 large rugs at ceremony location
- Set up Hi-top Welcome Table in front of guest entrance

GAME ZONE:

- 4 cornhole boards and bags
- Giant Jenga and wood table
- 4 black & white benches
- Set up adjacent to Labyrinth

STARGAZING LOUNGE:

- Two large white cushions for outdoor lounges
- Gold cocktail table
- Large blue rug
- 2 small outdoor cocktail tables
- 12 small white long pillows for lounges
- 4 square white and wood pillows for decor

FRONT DRIVE / GUEST PARKING:

- Smokers sign + 2 large orange cones
- Smokers pole
- Entrance sign + large orange cones
- 4 tall large cones to block carport entrance

POST EVENT:

- Replace all tables (dining, high cocktail rounds, Hi-top tables, sweetheart table, peacock chairs) back in sanctuary in large square in center of room
- Store white metal chairs in back shed
- Daybeds back on patio / Sanctuary
- All cushions, ottomans, rugs, pillows, wicker chairs back inside sanctuary
- Bring all game equipment back inside
- Bring signs, orange cones, smoker pole and guest entrance lights back inside

✦
TUMBLEWEED
SANCTUARY
—
garden & labyrinth

TW - OPENING EVENT MANAGER

- Day before during Rehearsal - check inventory and purchase ice, water bottles, and Brides Basket (hairspray, dry shampoo, deodorant, lotion, wipes, nail file, mints or Listerine tabs, healthy assortment of energy bars), stock fridge with alcohol
- Day of Point of Contact for wedding planner, couple, vendors, La Cantina, rentals, movers & cleaners
- Open and latch front gate
- Arrive through flex room and disarm the Security System
- Turn on all lights and open doors (flex room, sanctuary, stage, bride's room, foyer, restrooms, front doors)
- Indoor temp set to 68 / 70
- Stock Bride's Room basket and 6 water bottles
- Unlock flex drawer for Day of event key ring - open outdoor storage, guest entrance, bar trailer and back exit to dumpster
- Turn OFF water meters x 3
- Add beer and wine in fridge for La Cantina if back-to-back weddings from Rehearsal #2
- Check trash can liners in all cans indoors
- Roll ice bins x 2 to trailer and large ice chest inside trailer
- Double check and confirm movers set up with diagrams
- Wipe down all indoor tables
- Wipe down all outdoor dining tables, cocktail rounds, Hi-tops, Adirondack chairs, white end tables, coffee tables
- Hang wind chimes x 4
- Bring out 3 trash cans from shed (set up on hardscape, at bar and front patio)
- Set up 2 trash cans in Sanctuary
- Light candles in Foyer
- Straighten all pillows – sanctuary daybeds, outdoor lounge, and star gazing lounge
- Conduct walk through with Planner for any changes to set up
- Add outdoor rugs for aisle if requested
- Add basket of blankets if requested in winter
- Hang lights at guest entrance
- Fill water stations on front porch and welcome table
- Close front gate before guest arrival time
- Assist with directing traffic at guest entrance if needed
- After ceremony turn on all bistro lights x 4 and candles near labyrinth and stairs, front porch lights and bar trailer lights
- Turn on Disco Ball
- Check and maintain restrooms and grounds for trash, etc...
- Bus tables as needed with black bus tubs



TUMBLEWEED
SANCTUARY
garden & labyrinth

TW - CLOSING EVENT MANAGER

- Check in with opening manager for event updates and introductions
- Point of Contact for wedding planner, client, vendors, bar, movers & cleaners
- Check in with La Cantina regarding supplies, ice, etc...
- Check and maintain restrooms and grounds for trash, etc...
- Arrange staff / vendor meals with planner
- Assist with bussing tables if needed
- Confirm departure times and pick up with vendors
- Arrange and organize flex room with planner for items to be taken by couple at end of night
- Greet and manage moving team for breakdown – everything back inside for overnight storage
- Walk grounds and sanctuary for all trash – loads bags in car or dumpster
- Take down wind chimes x 4
- Bring in solar lights at guest entrance
- Lock guest entrance, storage units x 2, trailer
- Turn water back to AUTO last event of the weekend. KEEP OFF in between events
- Turn off disco ball and all lights in sanctuary, stage, brides' room, storage room
- Walk grounds with movers to make sure everything is back inside
- Remove trash - sanctuary, restrooms, flex room, foyer, outdoors x 3
- Turn off all bistro lights, LED candles, front porch lights, foyer lights, sanctuary and flex room
- Close all interior doors and front doors
- Turn on alarm
- Dump trash
- Close and secure front gate

Hello Neighbors,

We are happy you could join us today.

There has been a recent code change in the Town of Yucca Valley, which would permit us to return to doing weddings, and other events. The code requires a Conditional Use Permit, and we are going through that process now.

The Town of Yucca Valley has recommended we invite you to share our business plan and the Conditional Use Permit process with you, which we are happy to do.

You will be receiving a letter from the town which will explain this in greater detail.

Please take your time today to enjoy the property.

Thank you,

The Tumbleweed Team

Our best contact information (while we are closed) is

Peggy Schroeder, Facility Managers, personal phone number

760-646-0642