



Welcome to The Bridge's Preferred Vendor Program!

The Bridge is seeking vendors to support event rental operations in the following categories: caterers, decorators, florists, musicians/DJs, lighting, wedding coordinators, wedding cakes, transportation, AV equipment, stylists, entertainment, photographers, and videographers. The Bridge is looking for vendors who are committed to quality, integrity, reliability and excellence in customer service. These vendors must be willing to be measured by their excellent service, on-time delivery, high quality products/services and competitive pricing. We invite all vendors to complete our Preferred Vendor Application and Agreement Form.

The facilities discussed in this Preferred Vendor Agreement are a property of Faith Chapel Christian Center, Inc. ("Faith Chapel"), a church based in Birmingham, Alabama, and cannot be used for purposes inconsistent with the church's doctrinal beliefs contained in the statement of faith adopted by Faith Chapel. Furthermore, Faith Chapel adopted certain policies to regulate the rentals and facilities use that are in accordance with Faith Chapel's statement of faith. Therefore, approval of this application is contingent on conformity of the purposes of the facilities use and services provided with Faith Chapel's doctrinal beliefs.

Faith Chapel's religious mission is to reach the community with the love of Jesus Christ, to share the Gospel, and to impact the community, bringing restoration through community engagement. Faith Chapel makes its facilities open to the members of Faith Chapel and the general community as part of its mission. All facilities made available through The Bridge are subject to the Faith Chapel's policies and violation of the policies will serve as grounds for termination of this agreement.

Prior to registering, please be prepared to provide the following information. You will not be able to complete the registration process without this information. If you are registering by mail, please include copies of all noted documents.

- Company information, including year and state of establishment, number of employees, mailing address, etc.
- Primary contact information
- Federal Tax ID Number, SSN or EIN
- Business license(s)
- Food permit (for caterers only)
- Client references
- How you heard about us
- Business insurance information, including provider, limits, and expiration date(s).

Criteria utilized by The Bridge to determine whether a Vendor will be accepted as a Preferred Vendor include:

- References; internal and external
- On-time delivery



- Quality of services/products
- Excellence in customer service, follow-up and follow-through
- Ethical business practices
- Competitive pricing for The Bridge clients; consistency, fairness
- Event experience: number of events in past 12 months, type of events, and number of attendees per event.
- Application and document completed in full and all requirements met (insurance, permits, licensing)

Please submit your complete application for consideration. If you have any questions, or require assistance in completing the application, please contact us at: (205) 380-2990 or shouston@faithchapel.net.

Preferred Vendor Application and Agreement

Please respond to ALL questions. Once complete:

- Save the document as “PVA your company name.doc” (i.e. “PVA GoodEats.doc”)
- E-mail the completed document to shouston@faithchapel.net,
or mail it to: The Bridge, P.O. Box 8040, Birmingham, AL 35218
Or drop off at The Bridge, 100 Mike Moore Blvd, Birmingham, AL 35224

Should you have any questions, or would like assistance in completing this form, please call us at (205) 380-2990.

Company Name:			
Tax I.D.:			
Web Site Address: (if applicable)			
Years In Business:			
# of Employees:			
Contact Name:		Title:	
Company Mailing Address:			
City, State, Zip:	City:	State:	Zip:
Phone/Fax#:	Phone:	Fax:	
Secondary Contact Name:		Title:	
E-Mail Address:			



Vendor Services Categories <i>(Please select up to 3 categories for your service listing)</i>	<input type="checkbox"/> Florist <input type="checkbox"/> Baker <input type="checkbox"/> Decorator <input type="checkbox"/> Photographer/Videographer <input type="checkbox"/> Entertainment <input type="checkbox"/> Musician/DJ <input type="checkbox"/> Coordinator <input type="checkbox"/> Lighting <input type="checkbox"/> AV Equipment <input type="checkbox"/> Officiant <input type="checkbox"/> Transportation <input type="checkbox"/> Stylist/Make-up <input type="checkbox"/> Caterer <input type="checkbox"/> Other <i>(please specify)</i> _____
Does your company accept credit cards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consent to have your company name listed on our website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the average # of attendees at events you have provided services to?	
How did you hear of our Preferred Vendor Program?	

Terms and Conditions

1. The Vendor is seeking to become a Preferred Vendor of The Bridge for the purpose of providing goods and services to The Bridge's Clients.
2. The Vendor certifies that all information submitted to The Bridge is valid and correct and the Vendor understands and agrees that The Bridge may rely on all such information when considering the selection of the Vendor as a "Preferred Vendor."
3. The Vendor understands that The Bridge will contact references, confirm information and investigate any information relating to the Vendor at the sole discretion of The Bridge, and that the results of such references, confirmations and investigations may be shared freely and without restriction to The Bridge and its Clients.
4. The Vendor understands that a processing fee is required to participate in the Preferred Vendor Program. **The fee is \$50 for Faith Chapel Members and \$100 for non-Faith Chapel members.** All payments shall be made in U.S. currency and payable to The Bridge.
NOTE: For caterers, separate fees may apply for usage of The Bridge's commercial kitchen space and/or equipment. The terms of usage will be negotiated based on equipment needs and event types (see 17).
5. The Vendor understands that should The Bridge accept the Vendor as a Preferred Vendor such approval will remain in full force, effective for ***one year*** from their enrollment date, after which time the Preferred Vendor is required to re-apply to the program.



6. Acceptance by The Bridge to the Preferred Vendor allows the Vendor the following advantages:

- Vendors will receive The Bridge's highest recommendation to The Bridge's clients.
- The Bridge clients will be referred to the Vendor for professional services and/or products;
- **Once completed**, The Bridge will place a link on The Bridge's website to the Vendor's website.
- Vendor will receive the opportunity to grow their customer base by working with The Bridge's clientele.
- Vendors accepted to The Bridge Preferred Vendor Program agree that:
 - a) All The Bridge's clients will receive services that shall be performed to the highest quality and in a professional manner, and all goods supplied shall be of the highest quality;
 - b) The Bridge client expectations will be met enabling the Client to relax and enjoy their event.
 - e) If notified of any deficiency, whether orally or in writing, Vendor will immediately take whatever steps are necessary to rectify such deficiency to the standard required at its own cost.

7. Throughout the term that the Vendor is a Preferred Vendor, it will maintain in full force and effect such policies of insurance as are necessary to hold The Bridge harmless and fully indemnified from any liability arising from services performed or goods supplied including: Workman's Compensation Insurance, to the statutory limit required (for more information, please visit: <http://dir.alabama.gov/wc/insurance.aspx>); Comprehensive

General Liability and Property Damage Insurance in an amount of One Million Dollars or greater; Automobile Insurance in an amount which shall not be less than One Million Dollars; and such other insurance coverage in such amount as is customary for the industry in which the Preferred Vendor operates;

Upon request by The Bridge it will cause a Certificate of Insurance to be issued in the name of The Bridge. Such certificate shall specifically state the risks covered and amounts thereof as well as the fact that such insurance may not be cancelled or amended without the prior written consent of the certificate holder;

8. Vendor shall at all times comply with all applicable laws, ordinances, regulations and all lawful orders and guidelines of any duly constituted authority, and shall provide The Bridge with proof of current licensing as a business within Alabama;

9. The Bridge shall be entitled to rely on the representations and warranties given by any person or persons named in the application for Preferred Vendor status;

10. Acceptance by The Bridge as a Preferred Vendor shall indemnify and forever hold The Bridge harmless from or against any claims asserted by, or any liability to, any person or entity resulting from or arising out of the Preferred Vendor's negligent acts or omissions in connection with the performance of its services or the provision of goods.

11. Vendor access is dependent upon the terms negotiated between the client and The Bridge and the nature of the services provided; however, standard access to the location would be two hours before an Event starts to



set up, and up to two hours after the Event has concluded to dismantle and remove all items brought to the Event by Vendor. DJ and/or Entertainment Vendors understand that if they are providing services at The Bridge, certain sound equipment will be provided by the venue and Vendor will be responsible to verify that equipment needed is available prior to an Event.

12. Vendor shall leave the location free from trash and in similar condition that it was in before the Vendor was there. The Vendor shall not paint, paper, use confetti or otherwise redecorate or make alterations to the Premises without the prior written consent of The Bridge.

13. The parties hereto agree that nothing contained in this Application shall be construed as creating an exclusive relationship between the parties.

14. Either party may terminate this referral agreement at any time by giving the other party ten (10) days prior written notice. Upon termination by either party all outstanding, annual membership fees will be prorated back to the Vendor.

15. Vendor Fee and Commission: Caterer shall pay to The Bridge a \$100 yearly Preferred Vendor Fee, due upon the execution of this Agreement. This fee will not be refunded or reimbursed in full or in part for any early termination of this Agreement. Once the Preferred Vendor Fee is received, Caterer will have "Preferred Caterer Status" and will be subject to all terms and conditions for a Preferred Caterer under this Agreement. (All references herein to "Caterer" shall refer to an individual/entity with "Preferred Caterer Status" unless specifically noted.) Caterer will pay a ten percent (10%) commission on all catering revenues received by Caterer during the term of the agreement. Commission will not be paid on any amounts collected by Caterer for taxes, labor or gratuity. Payment of the Commission shall be due no later than 30 days after the event and shall include an itemized breakdown of services rendered and amounts received. Caterer shall provide catering client with a final invoice, itemizing all charges incurred and any amount that is still due and owing from client. Caterer will promptly forward to the Event Services Manager, payment of the Commission which is due and owing to The Bridge per this Agreement, along with a copy of the final invoice sent to client for catering services rendered at The Bridge.

NOTE: If you need assistance filling out this application, or if you have questions regarding requirements, please contact us at (205) 380-2990, or you may e-mail us at shouston@faithchapel.net.



Applicant

Applicant Name (print): _____ Title: _____

Applicant Signature: _____ Date: _____

Applicant Attachments Checklist

Please attach the following items, and return to The Bridge:

via mail (P.O. Box 8040, Birmingham, AL 35218) or e-mail (shouston@faithchapel.net)

or in person (100 Mike Moore Blvd, Birmingham, AL 35224)

- Copy of current business license and applicable permits,
- Proof of insurances (see Terms and Conditions, Section 8): Workman's Compensation, General Liability, Automobile
- This completed application, signed and dated
- Processing Fee (\$50 for Faith Chapel Members, \$100 for Non-Faith Chapel Members)
- Applicant Attachments Checklist
- Any additional documents/items which may be helpful in assessing this application

THE BRIDGE INTERNAL USE ONLY

Date Received:		Bridge Receiving Staff	
Date(s) References Checked:	1)	2)	3)
Approved by:			Date:
Reason Denied:			
Denied by:			Date:
Vendor Notification Date:		Contact Name:	
Date vendor added to The Bridge website:			
Vendor added to The Bridge Preferred Vendor Program listing			
The Bridge Staff notified of Vendor application approval and addition:			