

You may decorate up to 1 ½ hours before your party. If you would like to come in earlier than that time, you must arrange for that with the banquet manager at least one week prior to your scheduled event.

All decorations must be taken with you the night of the event. Special arrangements can be made for Weddings, but must be arranged with the banquet manager prior to your scheduled event. All tape/adhesives must be removed from surfaces.

### **Room Set Up**

We have a basic table set up for all parties. If you feel that you might want to rearrange tables, you will need to meet with the banquet manager for preauthorization or talk with your staff FIRST the night of the event. We cannot remove any tables from the space. A floor plan can be obtained from the banquet manager.

### **Wall Hangings**

You may not remove anything hanging on our walls (mirrors, pictures, etc.). You are welcome to hang banners, signs, etc. Please use adhesives that are "paint friendly". Scotch, masking, painters tape and removable adhesive hooks are okay. Packaging and duct tape are not recommended. You may not use tacks or nails. If you remove any paint or stain from any of our surfaces, you may be charged.

### **Table Decorations**

We offer white linens for a flat fee of \$25. You must inform the banquet manager one week prior to your scheduled event if you would like linens for the tables. You may bring in your own linens, table runners or centerpieces. The number of tables varies for certain events. It could be anywhere from 9 – 13 tables. Once you have finalized your guest list, the banquet manager can let you know the exact number of tables.

### **Candles**

We offer candles for the tables for a flat fee of \$25. We have enough for at least 2 candles per table. You are welcome to bring in your own candles, but are responsible for any damages caused by them – such as wax drippings on carpet or walls. We recommend that all candles be contained in a votive or some sort of container. Taper candles may be used, but you will be charged for any inappropriate wax drippings.

### **Decorations Not Allowed**

#### **No confetti.**

Anything smaller than a rose petal would be considered confetti.

#### **No smoke machines.**

#### **No decorations on the food buffet**

(a vase of flowers at the start of the buffet is okay, but anything else would be in violation of health codes).

#### **A step ladder is available on site for use.**

If you need to reach anything higher than 8 ft. or so, you may want to bring in your own ladder.

#### **We do not have extensions cords available for use.**