

Decorating Guidelines:

Please make sure all persons helping with your decorating are aware of these guidelines.

All decorating is to be done by the LESSEE or their representative. No signs (except temporary directional signs) may be posted on Center property or public streets. These directional signs **MUST** be removed by the LESSEE at the close of your event.

The following **MAY NOT BE USED** during decorating...

- **push pins**
- **screws**
- **hooks**
- **staples**
- **duct tape**
- **paint**
- **scotch tape**
- **spray paint**
- **putty**
- **tacks**
- **nails**
- **thumb tacks**

Masking tape may be used on stone and wood only. Never use tape on any surface of the tables or chairs.

Nothing can be adhered to papered or painted walls or acoustical ceiling.

Nothing is to be hung from the ceiling brackets or acoustical ceiling.

Wreaths hung on the walls, ivy around the poles and the window sills, and lights around the windows and in the trees cannot be removed or altered.

All candles must be glass enclosed. This is a fire marshall ruling.

No ice sculptures.

Bubbles cannot be used inside building.

An additional cleaning fee will be charged for rice, bird seed or paper confetti brought INTO the building.

It is the LESSEE's responsibility at the close of the event to remove all decorations brought into the building and/or put up inside or outside the building.

FAILURE TO REMOVE ALL DECORATIONS MAY RESULT IN AN ADDITIONAL CLEANING FEE ASSESSED TO THE LESSEE.