



CENTERPIECES / DECORATIONS POLICY

If you are bringing in your own centerpieces and/or decorations for your event please note the following rules:

No confetti, tinsel, or glitter permitted anywhere in the building.

No sand permitted anywhere in the facility (i.e. as part of a centerpiece, room decoration, etc.)

Do not nail, staple, tape, spray, hang or attach anything to the walls, ceilings, fixtures or floor.

No adhesive-backed tape, decals or stickers anywhere on the premises. Only professional contractors' or gaffer's tape may be used on Center floor and carpeting. Duct tape, clear cellophane, or packaging tape is specifically prohibited.

All candles must be enclosed in a glass container – no open flames permitted.

If there is a violation of the above policy there will be an excessive clean-up fee (minimum of \$100) added to your final invoice.

Please distribute this to all involved in the decorations for the event (i.e. committee members, decorators, florists, etc.)

Client Initials _____ (Please return via fax to (765) 751-9190. Thank you.