

Rules for Florists and Decorators

Please provide this document to your florists and decorators.

All details pertaining to entertainment and decorations must be made known to the Special Events staff in advance and must be approved by the Club. Hosts must submit copies of all band and decorating company contracts to the Club in advance.

The following guidelines and rules have been established to enhance the understanding and working relationship between independent florists, decorators, and the Club.

Room Availability

- Rooms are generally available for decorating two hours prior to a function; however, access may be limited due to other events. Please verify the availability prior to your function.

Decorations

- Freestanding decorations are best. Nailing and taping are prohibited.
- Pre-existing Club decorations are to be removed and replaced by Club staff only. If any change in Club décor is desired, please make arrangements in advance or contact the manager on duty during set-up.

Deliveries and Pick-Up

- Flower and other décor deliveries should arrive at least one hour prior to the function's scheduled starting time. Decorations should be removed immediately after your event unless previously arranged otherwise. If the Club can use the flowers after your function, special arrangements may be made to leave them in place.

Set-Up and Clean-Up

- Carpets and hardwood floors must be covered where work is being performed.
- We request florists be considerate in cleaning up any messes made during their set-up. Appropriate cleaning equipment can be provided. There may be an additional clean-up charge to the host if extra services are required due to improper care taken by florists or decorators.

Member Consideration

- Our first obligation is to our members. Please be considerate when parking vehicles, using the front entrance, or creating a working mess! The Club is continually on display and being shown to guests by proud members.

Please share your comments and questions with our Director of Special Events.