



THE COUNTRY CLUB OF VIRGINIA
Vendor & Décor Guidelines

Please provide this document to all vendors and individuals providing services for your event, including floral, décor, music and A/V.

The following guidelines and rules have been established to enhance the understanding and working relationship between even hosts, independent vendors and the Club. All details pertaining to entertainment and decorations must be made known to the Special Events Office in advance and must be approved by The Country Club of Virginia.

Room Availability

Rooms are available for set up two hours prior to a function; however, access may be limited due to other events. If you, or any vendors, require access earlier than two hours in advance, please contact the Special Events Office prior to contracting any services so they can verify the Club's availability meets your set-up needs.

The timing of large installations such as lighting, tenting, pipe and drape and large-scale A/V are handled on a case-by-case basis for each event. Please verify availability with the Special Events Office.

Generally, tent installations are permitted up to 24 hours in advance of the event and require next day removal.

Event Decor

All event elements, including decor and signage, must be placed within the rented event spaces. Items are not permitted in hallways, lobbies and other common areas of the Club. No event décor or signage can be placed outside of the building, with the exception of events that have reserved the Upper Terrace.

Freestanding decorations work best in our spaces. Nailing and taping are prohibited. Candles must be enclosed in a glass hurricane or votive - open flames are not permitted. Confetti and sparklers are not permitted.

Pre-existing Club décor and furniture should only be removed and replaced by Club staff. If any change in Club décor is desired, please make arrangements in advance.

Hanging or floating floral installations must be reviewed and approved by the Special Events Office. Related items & florals must be disposed of by the selected vendor(s).

Deliveries and Pick-Up

The valet circles of both Clubhouses are for loading and unloading purposes only. Once unloading is complete, vehicles should be moved to the Caddie Hill Lot (Westhampton) or the Lower Lot (James River) to ensure event attendees have access to parking in the main lots.

Flowers, rental items, and other décor deliveries should arrive at least one hour prior to the function's scheduled start time, and are required to be removed within one hour following the conclusion of the 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.

Overnight storage is not available for flowers, rental items, personal belongings, or other decorations.

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, however access to CCV's dumpster(s) is not permitted. A \$500 additional clean-up fee may apply to the host if extra services are required due to improper breakdown by florists or decorators.

Due to liability, we cannot loan out equipment for set up such as ladders, extension cords, power strips, etc.

Member Consideration

The Club's first obligation is to its members. Please be considerate when parking vehicles, using the front entrance, or creating a working mess. The Club is continually on display.