

MEADOWBROOK PARK

HISTORIC REDWOOD BALLROOM

Decorating Rules

FORM 5

- 1. Do not place any tape on the floor.** If you need to tape electric line or other items to the floor for safety reasons, **YOU MUST** use Wrestling Mat Tape or a tape approved by a park employee. Only those types of tape that do not leave a residue are permitted. The best of these is Mat Tape. Anyone who violates this rule is liable for the cost of floor refinishing. The Park sells this tape for \$5 a roll.
- Helium filled balloons may only be used if you do not desire to use the ceiling fans. The balloons get caught in the fans and cause the fan motors to overheat and this could cause a potential fire hazard.
Remember - Balloons means NO FANS.
- This is a non-smoking facility.** Please do not use or provide ashtrays or matches as place favors. The building is air-conditioned; therefore do not use decorations that involve open doors. Please keep the doors closed.
- Only votive candles that are enclosed in a hurricane type container that has water in the container and where there is no open flame above the glass may be used on the tables. **There can be NO open flames.** Remember this is a historic wood building.
- Confetti (glitter) is not allowed.** This is especially true of the small metallic type (glitter). This produces a static electric charge and adheres to the floor, tables, etc, and is extremely difficult to clean up.
- Do not use staples, nails, screws, push pins, etc,** when placing decorations on the wood or plaster surfaces. The Ballroom is made of redwood and cannot be replaced. Help preserve it for the next generation. **Do not block access to the AED on the wall at stage left (north side).**
- Do not attach anything to the chandeliers as they are very fragile and balanced, and cannot take the weight. They are also very costly to repair.
- Do not use any tape on the plaster surfaces that is not approved by a park employee. Tape can take the paint off when removed.
- The Ballroom is normally set up for weddings like the drawing on the reverse side. If you desire the Ballroom to be set up in a special way, please let us know by Wednesday that is 2 weeks prior to your wedding and we will do our best to arrange the tables to suit your needs.
- The tables will be covered with white paper table covering. The bridal table, serving table, gift table, and cake tables will be skirted with paper unless we are told otherwise. **We do not cover or skirt round tables. We do not cover or skirt the bar tables.** The park has 8 round tables which are 5ft. in diameter that you may use at no cost, however if you want all round tables, you must rent them yourself and **pay an additional charge of \$100** to cover the cost of tear down and set up of the regular tables. Also you must advise the Park of how many chairs to seat at each round table.
- The price of the hall includes set-up and clean up. Once you leave the ballroom, please make sure you take all of your personal items as they may get thrown out when the tables are cleared. If you use a caterer or a rental agency for items, make sure that they know **they must be removed from the Ballroom immediately following the event.**
- You cannot block access to the AED located on the wall off stage left (north).
- Keys may be picked up at the pool office during the summer months and at Karen Lang's house in Bascom during the winter months. Please call ahead (419.937.2242) before picking up the keys.