

# HISTORIC REDWOOD BALLROOM

## Decorating Rules

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.
2. **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
3. 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 only. **There can be NO open flames.** Remember this is a historic wood building.
4. **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.
5. **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 cover or block access to the AED by stage left.**
6. 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.
7. Do not use any tape on the plaster surfaces. Tape can take the paint off when removed.
8. The Ballroom will be arranged according to your setup sheet that is due 30 days prior to your date.
9. The tables will be covered with white paper table covering. **We do not cover round tables. We do not cover the bar tables.** The park has 42 round tables which are 5ft. in diameter that you may use at no cost. Also you must advise the Park of how many chairs to set at each round table.
10. 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 by 8:30 AM the following day.
11. An employee with the park will meet you at 9:00am to sign out keys for the event.
12. Failure to abide by these decorating rules could result in forfeiture of your deposit or additional expenses.