

**DECORATING RULES & REGULATIONS:** YOU are responsible for insuring that these directions are followed. Failure to adhere to these Rules & Regulations may result in forfeiture of your Damage Deposit and/or denial of future use.

1. Your decorations must be approved prior to your event by the Rental Department. Please plan to review your decorating plans during your Event Overview Meeting 2 to 3 weeks prior to your event.
2. Event Staff will be monitoring the set-up & tear-down of your decorations, but are not responsible for their set-up or clean-up
3. All items brought into the facility must be removed at the end of the event.
4. The hours you have booked the facility for on your contract include your decorating & tear-down time.
5. Please review these directions with all members of your decorating crew and hired vendors.

**DECORATING NOT ALLOWED:**

- No tape on any wall, floor, ceiling, deck, tables and chairs – even blue painters tape, electrical tape or adhesive sticky goo
- No nails, tacks, staples, pins or glue can be used on the facility walls, floors or equipment
- No birdseed, rice, flower petals\*, glitter or confetti
- No taping down aisle runner to floor
- No blowing of bubbles inside the facility (outside only)
- No use of sparklers or pyrotechnics inside or out
- No sprinkling of glitter, confetti, potpourri, sequins, opened candy, herbs, sand or ash on tables
- No tiki torches inside or outside
- No open-flames– see candle allowances on next page
- No hay bales - inside or outside
- No live trees over 8' tall inside the facility – including Christmas trees. Tree clean-up is the responsibility of the renter. All approved live trees must be properly sprayed with fire retardant.
- No releasing of balloons
- No bubble, fog, rain or snow machines
- No hand trucks, scissor lifts or motorized vehicles inside the facility
- No animals / pets
- No affixing signage, banners or decorations to the Manor's exterior or signage
- No staking into Manor's landscaping and grass lawn – ie. shepherd hooks, tents
- No tents on-site unless they are sand-bagged to withstand heavy winds – no staking allowed

*\*The City of Issaquah reserves the right to reject any decorating plan & make changes to decorating policies. We recommend having your plan reviewed and approved by the Rental Coordinator prior to your event & before purchasing all decorations to confirm permission.*

- **\*Flower petals** can be displayed on indoor tables (silk preferred) but not on the floors. Down the aisle, flower petals can be sprinkled by a flower girl down ceremony aisle (silk petals indoors, live petals required outdoors) but the aisle cannot be fully-coated or fully-lined with the petals. Petals cannot be tossed by guests.

**DECORATING SUGGESTIONS / INFORMATION:**

- We encourage the use of freestanding decorations
- The drapery you see in the tent in many of our photos is not provided by the facility. Many renters do it themselves or hire a decorating company. Zip-ties, bendable metal shower hooks, fishing wire or string work great.
- Any electrical cords run across the floor need to be covered to prevent injury or hazard. Cords may not be taped to the floor. Please ask on-site staff for cord covers.
- Objects heavy enough to leave marks on the floor are not to be drug across the floors. Please see the event staff for the use of a hand truck or dolly. No motorized vehicles are permitted inside or outside the facility.
- Broken glass and other sharp objects need to be disposed of separately from the regular trash containers in the facility. Please see your event staff for proper direction.

**Equipment NOT PROVIDED to renters by the facility, but that many ask if we have...**

Extension Cords	Batteries	Tank / Balloons
Tape	Tools	Disco Ball
Scissors	Decorative Lights	Helium
Computer/Printer	Markers / Pens	Coffee Makers / Coffee Supplies
Zip Ties or String	Candelabras / Table Centerpieces	Plates, glassware, silverware etc...
Catering Supplies	Linens	Ice

**RENTAL EQUIPMENT/STORAGE INFORMATION:** \*\*\*NEW POLICY BEGINNING JANUARY 2009\*\*\*

Overnight, pre and post storage at the facility is unavailable unless requested and approved by the Tibbetts Creek Manor.

Renters are responsible for all rental items brought into the facility or its grounds for the duration of the rental items stay.

Renters are responsible for the set-up and take-down of all their rental items. Unless approved & arranged, all items brought into the facility must exit the facility at the close of your contracted rental period.

All items brought in for a Rental Event must be marked for identification purposes to ensure return.

All rental equipment must arrive at the beginning of your rental for set-up and exit the facility at the end of your rental. During event, storage at the Manor is limited & will be accessible to the renter upon request. One 6ft table will be provided in the garage for storage.

**CANDLE ALLOWANCES:**

- Candle holders and other decorations must be approved prior to your event by the Rental Department.
- Use of flammable materials, including open flames, is prohibited. No open fires are permitted on-site.
- Candles may be used if they are fully enclosed in a container as tall as the candle & its flame – see visual samples below. All candle types including floating candles are acceptable as long as they are properly contained.

\*Open flame candles for wedding ceremonies (free-standing candelabras or unity candles only) may be used without an enclosed glass holder as long as they are lit just prior to the ceremony and extinguished immediately after the ceremony. Please inform your facility coordinator if you will be using these. Any remaining candles set for decoration during the ceremony near the alter, or throughout the room must follow the guidelines listed above.

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**Approved Candle Holders**

You are not limited to these options. These are simply examples to assist you with your planning.



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**Candle Holders Not Allowed**

