



KEEPER'S GALLEY EVENT CENTER

DECORATING RULES & REGULATIONS

- **YOU are responsible for ensuring that these directions are followed. Failure to adhere to these Rules & Regulations may result in additional damage fees, and/or denial of future use.**
- You will be granted access to Keeper's Galley at 9 AM on the day of your event. The event time is 11 PM, unless an additional hour is purchased ahead of time.
- The site must be vacated at 11 PM (or midnight if additional hour purchased). This means the property is free of all guests, event items and trash.
- The hours you have booked contract include your decorating & tear-down time.
- You are responsible for set up of tables and chairs. Keeper's Galley staff will break the tables down.
- Please review these directions with all members of your decorating crew and hired vendors.

Restrictions

To keep our property in good order, we ask that you refrain from utilizing the following:

- Tape on any wall, floor, ceiling, deck, railing, table, chair or trellis work.
- Blue painter's tape, electrical tape, gaffers' tape; 3M tape products, foam tape, gum type tape or adhesive sticky goo. Nails tacks, staples, pins or glue cannot be used on the facility walls, floors, equipment.
- Throwing of birdseed, rice, salts, glitter, oatmeal or confetti – including biodegradable versions.
- Blowing of bubbles inside the facility; bubble blowing is allowed outdoors.
- Sprinkling of glitter, confetti, potpourri, sequins, opened candy, herbs, sand, moss or ash on tables, floors, ledges or windowsills – including biodegradable versions.
- Sparklers or pyrotechnics inside or out – fireworks (including sparklers) are illegal within city limits.
- Use of flammable or combustible materials are prohibited. No open flame or fires are permitted on-site.
- Open flames or burning of items – including s'more roasting.
- Tiki torches inside or outside.
- Balloon releasing and no floating lanterns.
- Water gel beads (often used in floral arrangements).
- Hay bales - inside or outside (fire hazard).
- Live Christmas trees (fire hazard); please use artificial trees
- Bubble, fog, rain/snow machines or pull smoke grenades.
- Décor affixed to chandelier or light fixtures.
- Animals/pets.
- Signage banners or decorations to the Keeper's Galley exterior, signage or trellis work.
- Staking into Keeper's Galley landscaping and grass lawn. Free-stand shepherd hooks only.

- Hanging / affixing / nailing any items to surrounding trees and shrubs on the property.
- Space heaters or propane umbrella heaters inside.

Allowances

- Tents are allowed on premise for an additional fee of \$1,000.00. Please inform Keeper's Galley staff if you intend use a tent. A professional service must be utilized that is familiar with the layout of Keeper's Galley (see preferred vendors list).
- Open flame candles for wedding ceremonies unity candles or candelabras 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 Keeper's Galley staff if you will be using these.
- Flower petals can be displayed on indoor tables & windowsills (silk preferred) but not on the floors. Flower petals can be sprinkled by a flower girl down ceremony aisle (silk petals preferred indoors, live petals required outdoors) but the aisle cannot be fully-coated or fully-lined with the petals. Petals cannot be tossed by guests. Petals must be cleaned up by renter by end of event.

Ceiling Decorating Tips

- We encourage the use of freestanding decorations.
- We have installed hooks around the perimeter, above the doors, to assist with draping/lighting.
- We recommend hiring a professional decorating company to assist you with tent ceiling decorating (see our preferred vendors list).
- Zip-ties, bendable metal shower hooks, fishing wire or string work great to hang items from outside or inside.
- We recommend hanging your décor with zip-ties, dowels, fishing wire or string. Please no tape.
- Objects heavy enough to leave marks on the floor are not to be drug across the floors. Please use a hand truck or dolly. No motorized vehicles are permitted inside the facility.
- Broken glass and other sharp objects need to be disposed of separately from the regular trash containers in the facility.

Yard Games

- Yard games can be permitted if approved in advance. Please email a list of the yard games you would like to have at your event to our office for review at least one month in advance of your event. The sooner always the better though before you get too far into your planning and purchasing!
- We will not approve any games that require staking into our lawn such as croquet, horse shoes or lawn darts.
- We will not approve any games involving mess creating items such as eggs, water balloons, etc.
- Games most often approved include lawn bowling, bean bag toss, corn hole, washers, ladder ball, 3 legged races, Frisbee, qolf, miniature golf, badminton & Jenga.
- Please do not use any chalk to outline games.