

DECORATING RULES & REGULATIONS:

YOU are responsible for insuring that these directions are followed.

Failure to adhere to these Rules & Regulations may result in additional damage fees, and/or denial of future use.

1. Please plan to explain your decorating plans on your Event Questionnaire. If anything seems unusual or you have concerns please contact our office far in advance.
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, railing, table, chair or trellis work.
- We **do not** allow blue painters tape, electrical tape, gaffers tape; 3M tape products, foam tape, gum type tape or adhesive sticky goo.
- No taping down aisle runner to floor. Please use freestanding items such as rocks or bricks to hold in place.
- No nails, tacks, staples, pins or glue can be used on the facility walls, floors, trellis work or equipment
- No throwing of birdseed, rice, salts, glitter, oatmeal or confetti – including biodegradable versions.
- **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.
- No blowing of bubbles inside the facility - bubble blowing is allowed outdoors.
- No sprinkling of glitter, confetti, potpourri, sequins, opened candy, herbs, sand, moss or ash on tables, floors, ledges or windowsills – including biodegradable versions.
- No use of sparklers or pyrotechnics inside or out – fireworks (including sparklers) are illegal within City limits
- No open-flames or burning of items – including no s'more roasting. See candle allowances on following page.
- No tiki torches inside or outside
- No balloon releasing and no floating lanterns (like in the movie "Tangled")
- No use of drones; even for photography purposes
- No water gel beads (often used in floral arrangements)
- No hay bales - inside or outside (fire hazard)
- No live x-mas trees (fire hazard) please use artificial trees
- No balloon releasing
- No bubble, fog, rain / snow machines or pull smoke grenades
- No floating candles placed on the floor – table tops only
- No hand trucks, scissor lifts or motorized vehicles inside the facility
- No affixing décor to chandelier in Foyer
- No animals / pets
- No affixing signage, banners or decorations to the Manor's exterior, signage or trellis work
- No staking into Manor's landscaping and grass lawn. Free-stand shepherd hooks only.
- No hanging / affixing / nailing any items to surrounding trees and shrubs on the property.
- No tents on-site unless they are sand-bagged to withstand heavy winds – no staking allowed.
- No space heaters or propane umbrella heaters inside. The Aggreko / Tuco heating unit is the only fire marshall approved heating unit allowed. Please see "Vendor Information" for details on how to rent this unit.
- Upon request, the foyer white table or sitting room bench can be moved to another location or stored away during your event.

****Please carefully review our candle allowances on the following page!**

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.

CANDLE ALLOWANCES:

- Use of flammable or combustible materials are prohibited.
- No open flame or fires are permitted on-site
- No burning of items
- No oil candles
- 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 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 your facility coordinator if you will be using these. Any remaining candles set for decoration during the ceremony near alter or throughout the room must follow the guidelines listed above.

Examples of Approved Candle Holders

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



Examples of Candle Holders Not Allowed





CEILING DECORATING TIPS:

- We encourage the use of freestanding decorations
- The drapery and holiday lights you see on the tent ceiling in some of our photos is not provided by the facility.
- We do recommend hiring a professional decorating company to assist you with tent ceiling decorating. They are very knowledgeable, can save you a ton of time and most offer fire-retardant fabric. Please see our "Vendor Information" link for a list of qualified professionals. Florists are also sometimes willing to help for an hourly rate and are very creative. Many of our renters still do the decorating (even tent ceiling work) themselves.
- Zip-ties, bendable metal shower hooks, fishing wire or string work great to hang items from outside or inside.
- Materials that work great to decorate with include...
 - Aisle runners (they can go up too!)
 - Plastic table cloths or rolls of plastic table cloths from a party supply store – they come in lots of colors!
 - Tulle or curtain panels
 - If you Goggle "Ceiling Draping Kits" online you'll find a few ideas. USE the internet – sites like EHow, theknot and Pinterest are great!
 - Holiday twinkle lights of course – everyone loves these and are what's most often used. Stock up during the holiday sales. Be sure to buy plenty of extension cords too!
 - And the ever-so-trendy paper lanterns or tissue paper balls...colorful & cheap!
- We recommend hanging your décor with zip-ties, dowels, fishing wire or string. Please no tape.
- We have two ladders on-site for your use. They are each 8 ft. tall and it is 12 ft. to the tent ceiling on the deck so an average height human with arms reach on a ladder can easily reach. But, feel free to bring in taller ladders if you'd like.
- Honestly, every group takes a different amount of time to do this. It depends on how prepared you are & how serious you are. Average time I would say is 1 to 2 hours for basic tent ceiling drapery and twinkle lights.
- Please refer to our facility floor plan for height measurements. Any additional measurement needed you will need to come in and do.
- 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 mats to cover the cords.
- All electrical outlets are along the base of the facility. Or in the corner on the deck.
- Objects heavy enough to leave marks on the floor are not to be drug across the floors. Please see your event staff for the use of 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. Please see your event staff for proper direction.

FACILITY LIGHTING:

- The foyer chandelier is on a dimmer.
- The lighting in the Great Room is NOT on a dimmer. It is on staggered switches so you can adjust your lighting levels to 'all on', or every other on ('half on'), or 'all off'.
- Above the tile dance floor in the Great Room is on a dimmer switch.
- The Parlor Room, Sitting Room and Dining Room lights are all on dimmer switches.
- The Tent lights (three of them) can be on or off, it is NOT on a dimmer.

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 or for kids to draw with.