

Rules for Florists and Decorators

Please provide this document to your florists and decorators.

The following guidelines and rules have been established to enhance the understanding and working relationship between independent florists, decorators, and the Club.

Room Availability

Rooms are generally available for decorating two hours prior to a function; however, access may be limited due to other events. Please verify the availability prior to your function.

Club Decorations

Club decorations are to be removed and replaced by Club staff only. If any change in Club décor is desired, please make arrangements in advance or contact the manager on duty during set-up.

Deliveries and Pick-up

Flower and other décor deliveries should arrive at least one hour prior to the function's scheduled starting time. Decorations should be removed immediately after your event unless previously arranged otherwise. If the Club can use the flowers after your function, special arrangements may be made to leave them in place.

Protection of Floors and Work Areas

Carpets and hardwood floors must be covered where work is being performed.

Set-up and Clean-up

We request florists be considerate in cleaning up any messes made during their set-up. Appropriate cleaning equipment can be provided. There may be an additional clean-up charge to the host if extra services are required due to improper care taken by florists or decorators.

Decorations

Freestanding is best. Nailing and taping are prohibited.

Member Consideration

Our first obligation is to our members. Please be considerate when parking vehicles, using the front entrance, or creating a working mess! The Club is continually on display and being shown to guests by proud members.

Please share your comments and questions with our Director of Special Events.