

FENDALL HALL FLORIST GUIDELINES

1. All decorations must be delivered through the back entrance. Please do not park the florist truck in front of the house.
2. The florist should complete arrangements as much as possible in his/her shop in order to reduce time spent at the house.
3. If work has to be completed at Fendall Hall, the florist must use protective tarps while working and remove all trash before leaving the house.
4. Flower arrangements should be completed and in place at least one hour before the clients or guests arrive.
5. Inform the site director if you plan to use any Fendall Hall containers for arrangements.
6. **No nails, tape, staples, or glue** are to be used on any surface inside or outside the house.
7. Florist may not clip greenery from Fendall Hall grounds.
8. Inform the site director about any equipment left at Fendall Hall. All equipment must be picked up the day following the event.
9. Fendall Hall assumes no responsibility for containers or equipment used or left at the house by the florist or client.
10. All candles used inside and outside must be approved by the site director.