

## **Fendall Hall Florist Guidelines**

- The back entrance of Fendall Hall should be used for deliveries. If it is necessary to use the front entrance, items should be unloaded at the side stair entrance and then the vehicle moved to the parking area. Please do not block the drive any longer than necessary. Do not drive on the grass in the front of Fendall Hall, east side of the drive.
- Floral arrangements should be as near complete as possible when brought to Fendall Hall.
- If it is necessary to construct the arrangements on site, care should be taken to insure that trash and clippings are kept off the floor by using a tarp or other protective covering. All clippings and trash must be removed from the house before departing from Fendall Hall.
- All floral arrangements and decorations should be completed and in place at least one hour prior to the arrival of guests.
- Nails, staples, tape, glue or any other adhesive cannot be used on the house structure or furniture. Check with the Site Director if anything is to be affixed to the house or any part of the house or the furniture in the house. Any damage caused will be the responsibility of the event host/hostess.
- Greenery or flowers cannot be removed from the grounds of Fendall Hall and used in floral arrangements.
- Anything brought into Fendall Hall for use at an event must be removed the day of the event. Anything left without prior approval of the Site Director will be disposed of at her discretion.
- Fendall Hall or any person representing Fendall Hall is not responsible for any damage or loss of property belonging to the florist, event host or their guests.
- Candles or any devise with an open flame must have prior approval of the Site Director.
- Event host/hostess and florist should meet with the Site Director prior to the event to discuss floral decorations. At least one month prior to the event is suggested.

**Note: It is the responsibility of the event host/hostess to ensure that the florist has a copy of these guidelines prior to arrival at Fendall Hall on the day of the event. Any damages caused by the florist are the responsibility of the event host/hostess.**