

Name: _____ Date of Event _____

**LAKEWOLD GARDENS
DECORATOR/FLORIST AGREEMENT**

It is understood that the following guidelines MUST be met in order for a DECORATOR/FLORIST to set up for an event at Lakewold Gardens:

Decorating Policy:

1. Material may not be tacked, stapled or taped on the walls, doors, or any part of the interior or exterior of the Wagner House, including the Tea House.
2. Material may not be attached, affixed to anything on any part of the property. (architectural, soft scope, hard scope, pool, etc.)
3. Material may not be strewn or tossed. (birdseed, rice, confetti, flower petals, etc.)
4. Floating objects are not allowed in the pool.
5. Artwork cannot be removed from the walls.
6. Luminaries are not allowed and candles must be in containers.
7. The piano may be moved by Lakewold Gardens staff only.
8. Items cannot be placed on the piano.
9. Items may be attached to the banister with pre-approved material only.
10. Lightweight hanging objects are allowed from the Wisteria on the Verandah.

Lakewold Gardens reserves the right to remove any decorations that do not conform to the aforementioned standards.

Drop Off/Set Up: Due to open hours and other booked events at Lakewold Gardens, decorator/florist for this event may not arrive until 3:00 pm on event date. **PLEASE NOTE: All deliveries must be made at the back of the Wagner House.**

Please use the following schedule as a guide when setting up flowers/decorations for this event:

Set up of Dining Room	No earlier than 3:00pm
Set up of Living Room	No earlier than 3:00pm
Set up of Verandah	No earlier than 3:00pm
Set up of Sun Room/Bathroom	No earlier than 3:30pm
Set up of Entryway	No earlier than 3:30pm
Set up of Ceremony/Outdoor Area	No earlier than 3:30pm

Clean Up: It is the responsibility of the RENTER to see that all decorations are removed from the premises after the event. This includes but is not limited to centerpieces, pillars, candles, arbors, etc. Lakewold Gardens and caterer are not responsible for lost or damaged property.

(1) Bride/Groom: _____
Signature _____ Date _____

(2) Decorator/Florist: _____
Signature _____ Date _____

Name/Company _____ Phone _____

Address _____ City/State/Zip _____

(3) Lakewold Gardens: _____
Signature _____ Date _____