



## Gale Woods Pavilion Decorating Guidelines

All decorating including delivery and removal must be done within your rental period. NO TAPE is allowed inside or outside. We provide you with a six-foot ladder to use. You may not decorate any higher than you can reach with this ladder; you may not bring in any other ladder. We reserve the right to charge additional maintenance fees if decorating guidelines are not followed or if the pavilion requires excessive clean-up.

### Inside Decorating

**Table and Chairs** - All tabletop decorations must be freestanding. Tape is not allowed anywhere. Candles and oil lamps are permitted only if they are in a container with the sides higher than the wick to prevent wax from dripping on the tabletop. You may tie decorations to chairs. Indoor tables or chairs may not be moved outside.

**Rafters** - You may string lights, fabric, or other decorations through the lower end of the pavilion rafters. You may not hang decorations from light fixtures.

**Walls** - You may not use tape or poster tack to affix anything to the walls of the pavilion. You may use magnets.

**Steel Posts** - To attach decorations or lights to the posts use magnets, zip ties, pipe cleaners or string.

**Stage** - There is black skirting on the stage. Do not remove the skirting without prior authorization. You may tie decorations to the steps of the stage. Free-standing decorations may be placed on the stage.

**Extension Cords** - Gale Woods does not provide extension cords. We have four 20-foot extension cord covers.

**Glitter, Confetti and Balloons** – These and other items to be thrown or released are not allowed.

**Personal Items** - All items (personal and rental) must be brought in and taken out during your designated rental time. Storage space is not provided.

### Outside Decorating

**Split rail fencing** - You may tie decorations to the fences at the beginning of the walkway from the parking lot to the pavilion or immediately in front of the pavilion. Lights are allowed; however, you need to provide your own extension cord.

**Balloons** - or other items to be thrown or released are not allowed.

**Outside flames** - Unless there is a burning ban, you may place tiki torches or luminaries outside. They must be placed a safe distance from any tall grasses. No decoration using a flame may be hung in any trees, or from the fencing. We reserve the right to move or extinguish any flame we consider unsafe.

**Tree lights** - and other decorations may be attached to the trunk and lower branches of the trees. Only our 6' ladder may be used for this purpose. Do not use fishing line to affix décor.

**Canopies** - are allowed and must be set-up within the staking area. Canopies must be set-up and removed during your rental time. Canopies are allowed at the ceremony site. The maximum canopy size is 30' x 30'. Permission to use a canopy must appear on your facility permit. Vehicles are not allowed at the ceremony site.

**Outdoor picnic tables** - A limited number of outdoor wood picnic tables will be set up near the pavilion. These tables are for outside use only and may not be moved from their locations.

## Outside Ceremony Site

- All decorations at this site must be freestanding. You may not attach decorations to the outdoor chairs with tape, but you may tie them on. All decorations must be removed during your rental period.
- No rice, confetti, flower petals, birdseed, balloons or similar items may be thrown on the park grounds.
- Vehicles are not allowed to drive out to the ceremony site.

## Cleaning Up

Your reservation fee includes normal site maintenance. If your group causes extraordinary maintenance service, you will be charged an hourly rate to cover labor costs. Your group is responsible for general site clean-up at the conclusion of your event. This includes:

- Remove all decorations and personal belongings inside the pavilion, on the grounds and ceremony site by the end of your rental period. This includes equipment from a rental company.
- Wipe up any spills – Please see Pavilion Host if you need a mop or towels.
- Empty and wipe out refrigerators and freezer; left over food should not be dumped in our garbage but removed by the rental party.
- Pick up garbage, bottle caps, and cigarette butts and place in garbage cans and/or bags provided. This includes all outdoors areas around the Pavilion and at the ceremony site.
- Extinguish bonfire if used. We will provide a bucket to assist with this.
- Return microphones, cords, and speaker if used.
- Return volleyball and horseshoes if used.
- Recycle cans, plastic bottles and glass in the recycling receptacles provided.
- Break down any boxes and place inside appropriate receptacles or inside pavilion near catering entrance.
- Empty cooling tanks of remaining beverages; you are welcome to leave the ice/water in the cooling tanks.