

BRYAN PARK

A Local Historic Icon

Guidelines for Decorating



In order to continue to maintain our facility, the following guidelines must be adhered to for you and your guests. It is the Lessee's responsibility to advise those helping decorate for the event (i.e. florist, musicians, caterer's, DJ's, etc.) of the Bryan Park Event Center's Decorating Guidelines. Note: The Lessee will be held liable for any damages incurred to the facility.

DECORATIONS: Glitter, sparkles, confetti, small particle decorations, silly string, cotton candy, bubble machines, water pools, handmade fountains, chocolate foundations and any other similar items, are not allowed. Please discuss with the BEC Staff to explore what could be substituted. Flower petals are permitted - but must be cleaned up by someone with the wedding party. Please be aware that if a prohibited item is utilized by the client or those helping to decorate for the event, the BEC staff will request that the item be removed.

AFFIXING MATERIAL: Affixing of any material to the walls, floors, ceiling, chandelier, windows, Bryan Portrait, Sprinkler heads or glass with nails, staples, carpet tape, scotch tape or any other substance is not permitted. Please ask the Staff where Command Hooks could be used.

BRYAN EVENT CENTER FURNITURE: All furniture in the BEC is permitted to be handled by the BEC facility staff only, the lessee and those assisting may not move any furniture from where it is placed. All arrangements for the event set-up are coordinated in advance by the client and the BEC Staff.

PARKING: Absolutely no parking under the canopy or in the circle driveway of the Bryan Event Center at any time. All vehicles must park in the parking lot directly across from the Center. Please ask Bryan Park Staff for arrangements and directions to parking for loading and unloading upon arrival.

CANDLES: Open flame candles of any size are not permitted. All candles must be enclosed by a protective globe or container. Candles are not allowed to be placed on the floor. Candles should be extinguished, and time allowed for hot wax to harden prior to removal and to eliminate any hot wax dripping onto any BEC property. Damages and/or costs incurred to remove wax from BEC property will be charged to the client.

GREENERY: Live greenery must be freshly cut within 24 hours of the event due to fire regulations and removed and discarded after the event to comply with all fire regulations.

REMOVAL OF DECORATIONS: Decorations including props or equipment must be removed from Bryan Park at the conclusion of the event. Bryan Park Management, LLC and its agents will not be responsible for any decorations, or any equipment left at the BEC.

NO CHOCOLATE FOUNTAINS

