



Burgaw Depot Events Center Decorating Guidelines

The Burgaw Depot is a historic building. In order to insure the continued protection of the building, strict adherence to the decorating guidelines is required. The lessee must supply labor for transport, set-up, and removal of items other than those supplied by the Burgaw Depot Events Center.

General Guidelines:

- No tape, staples, or nails may be used to attach decorations to any surface of the building.
- Banners, signs, balloons, etc. may be tied or hung from the posts or beams.
- If plants or flower arrangements are placed on any interior wood surface, a clear plastic saucer, or plate must be used to protect the wood.
- Birdseed is permitted outside only.
- Use of silly string, rice, or confetti is strictly prohibited on Depot premises (inside and outside the facility).
- Sparklers are not allowed because of fire and residue.
- Any items attached to light fixtures, door knobs, etc. should be tied with a ribbon, pipe cleaners, or some similar soft material that will not scratch the finish.
- Decorating is the sole responsibility of the lessee and Burgaw Depot is not responsible for any damage or theft of decorations.
- Candles
 - Any candles used on any table must be placed on a glass or mirror tile.
 - Votives (in glass or metal holder) and tapers or columns (both in holders and surrounded by a hurricane globe) are permitted. Candles MUST be lower than holder or hurricane globe.
 - All “floating candles” must be placed on glass or mirrored tiles.
 - No luminaries.

If you need the banquet room the day before an event for decorating purposes, you may do so if the facility is not rented. The rate is \$15 per hour during business hours 8:00 am to 5:00 pm and \$25 per hour after 5:00 pm. All fees must be paid in advance. To guarantee availability the day before, a two-day rental is required.