

Tallahassee Garden Club

Rules and Regulations

- **ACCESS TO THE GARDEN CENTER:** CLIENT must let the CLUB Representative know the time that you or your caterer will need access to the building on the day of the event.
- **BARS AND BEVERAGE STATIONS:** A water-proof floor covering must be placed under all inside bars and beverage stations. Drink dispensers and beverage stations may not be set up in the parlor.
- **CHAIRS:** Gold Chiavari chairs may be set up anywhere in the house but may not be used outside.
- **CLUB REPRESENTATIVE:** Please remind your caterer, bartender, decorators, etc. to interact and behave professionally with the Club Representative.
- **DINNERWARE:** Dinnerware, silverware and glasses are included in the rental and must be washed, dried and returned to the proper places at the end of the event.
- **DOORS:** Doors should remain closed except to carry items in or out.
- **FIRE EXTINGUISHERS:** Are located in the kitchen, parlor, on the stage in the ballroom and at the top of the stairs.
- **FURNITURE, CHRISTMAS DECORATIONS & PICTURES:** May not be moved. Dining room chairs may be moved to access table but must be placed around the table at the end of the event.
- **HOURS OF OPERATIONS:** January thru November – 9:00 am to 11:00 pm - includes clean-up (event and music must end at 11:00 pm)

December – 9:00 am to 12:00 am -includes clean-up (event and music must end at 11:00 am)
- **ITEMS LEFT AT THE CLUB:** CLUB will not be responsible for any item or vehicle left on the premises at the end of the event.
- **KITCHEN - Cleaning:** All kitchen surfaces (counter tops, sinks, microwave, etc.) must be cleaned thoroughly with a disinfectant. The kitchen floors must be swept and mopped (brooms, dustpan, mop, and bucket provided by the CLUB).
- **KITCHEN - Food Preparation:** All food to be served at the event must be prepared at an off-site location. The exception is – Outdoor frying and outdoor cooking may be done in the rear parking lot, at least 10 feet from the building. A protective tarp must be placed under all the fryers and cookers. Grease may not be disposed of on the CLUB property.

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Rules and Regulations - continued

- **KITCHEN – Leftover Food and Supplies:** All leftover food, dishes, utensils, etc., brought in for the event must be removed immediately after the event.
- **KITCHEN – Use of:** The kitchen may be used for maintaining food temperature, plating food, and assembling beverages only (ice machine is provided).
- **LIGHTING & ROOM TEMPERATURE:** The CLUB Representative will control the lighting and temperature of the Club.
- **MUSIC LEVEL:** The CLUB is in a residential neighborhood and the music level must remain low.
- **PETS:** Are not allowed at any time.
- **PROHIBITED ITEMS:** Lighted candles, sand, fireworks, sparklers, birdseed, confetti, rice, smoke machines, glitter, fire in the fireplace, paint, and smoking (inside). Tape, nails, thumbtacks, and staples may not be placed on the walls, windows, floor, and stage.
- **RENTAL ITEMS, DECORATIONS, ETC.:** All items brought into the CLUB must be removed at the end of the event unless prior arrangements have been made. All items not removed at the end of the event must be placed in the ballroom. CLIENT must arrange to have rental companies designate a pick-up time and the time must be approved by the CLUB Representative.
- **RULES & REGULATIONS:** CLIENT shall provide anyone assisting with the event (decorators, caterer, bartenders, volunteers, coordinator, etc.) with a copy of these Rules and Regulations and they are expected to comply with them.
- **SIGN OUT PROCESS:** The CLIENT or their representative must remain at the Garden Center until all guests have departed and cleanup is completed. The CLIENT and the CLUB representative will perform a walk through for check out and both will depart the premises at the same time. Failure to complete this process may cause forfeiture or reduction of the Deposit.
- **STAGE AREA:** The black curtain and the curtain stand may not be moved and the area behind the curtain is not for CLIENT use.
- **STAIRS & UPSTAIRS AREA:** Are off-limits and are not for CLIENT use.
- **TABLES & CHIAVARI CHAIRS:** Must be returned to the storage closet and stacked or racked neatly.
- **TRASH:** All garbage must be bagged and placed in the trash receptacles beside the patio. Outside litter (including cigarette butts) must also be picked up and bagged.