

THE PHOENIX BALLROOM

Decorators Guidelines Agreement

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All Decorator Companies wanting to provide decorating services in The Phoenix Ballroom must agree to follow these guidelines and acknowledge such by signing and returning a signed copy to The Phoenix Ballroom Office. There is no charge to Decorator Companies to provide services in The Phoenix Ballroom. These same guidelines apply to Individuals who are decorating for private events. The Phoenix Ballroom will keep a list of all Decorator Companies who have provided service and are familiar with the facility, or have requested to be included on a list of outside vendors. The following guidelines apply to all Decorator Companies and Individuals providing any type of decorating service in The Phoenix Ballroom. All such Companies and Individuals are referred to as "Decorator(s)" in this Agreement.

Requirements:

- A. Decorators, or other agents hired by Decorator, must comply with all applicable local, state and national fire and safety codes.
- B. The Phoenix Ballroom requires that each Decorator receive a copy of these Guidelines and sign the Agreement as acknowledgement of compliance.

Responsibilities:

- A. Decorators are responsible for furnishing their ladders, etc. No lifts will be allowed on The Phoenix Ballroom floor.
- B. Decorators are expected to perform reasonable cleanup before the start of the event and at the conclusion of the event.
 - Any leaves or dirt from plants used by Decorator must be swept up or vacuumed by Decorator – even if the plants do not belong to Decorator, but are utilized for decorating purposes.
 - Decorator must bring own vacuum cleaners and other cleaning equipment.
 - Trashcans will be provided by The Phoenix Ballroom for disposal of all trash.
 - Trashcans should not be overfilled – overfilling makes them difficult to lift and empty.
 - Decorators shall remove trash and put in dumpsters after event.
 - Decorators must take down and remove ALL decorations at the conclusion of the event.
 - Decorations left in The Phoenix Ballroom after reasonable cleanup time at the conclusion of the event will not be the responsibility of The Phoenix Ballroom and will be subject to discard.
 - If Decorators do not undertake reasonable cleanup measures a minimum clean-up fee of \$200 will be charged to the Decorator. Decorating privileges may be suspended if non-compliance occurs repeatedly.
- C. Decorators may not bring or permit anyone to bring into The Phoenix Ballroom anything that will increase the fire hazard or the rate of insurance on the building or any property within.
- D. All decorations must be of flame-resistant materials and must be approved by Waco Fire Marshall and The Phoenix Ballroom Management, prior to setup.
- E. Decorator shall not place or put up any decorations without the consent of The Phoenix Ballroom Management.
- F. All fire exits (minimum of 8 feet) must remain clear at all times.
- G. Decorator will pay the cost of repairing any and all injury and/or damage which may be done to the building or any of the fixtures, furniture or furnishings, by any act of the Decorator or agents hired by the Decorator. The Phoenix Ballroom Management shall determine whether any such damage has been done, the amount and reasonable cost of repair.
- H. All string, wire, tape, etc., must be removed from ceilings, walls, etc., or will be considered DAMAGE to the building and will be subject to appropriate damage charges.

I. Hanging of any items from the ceiling and/or pillars must have prior approval from The Phoenix Ballroom Management.

J. Spot lighting shall not be moved from its original position. If spot lighting is moved, it is subject to a \$100.00 fine per light.

Not Allowed in The Phoenix Ballroom:

A. Candles or other devices with open flames are not allowed in The Phoenix Ballroom unless enclosed by glass. The Waco Fire Marshal must approve ALL open flame devices to be utilized – prior to set-up.

B. Gasoline or other flammable substances may not be brought into The Phoenix Ballroom.

C. Nails, staples, screws or other things to be driven into or affixed to any portion of the building or any equipment (tables, chairs, etc.) must be approved by The Phoenix Ballroom Management.

D. Foam-backed tape is not allowed in The Phoenix Ballroom.

E. No signs may be affixed to the interior or exterior of the building without The Phoenix Ballroom approval.

F. Any changes, alterations, repairs, painting or staining of any part of the building or the furnishings or equipment are not allowed.

G. Construction or painting is not being allowed on the premises.

H. No items may be hung from light fixtures, exit signs, air conditioners, air supply ducts, return air grills, or diffusers.

I. Exit Lights or Fixtures may not be obstructed or covered.

J. Neither the Decorator nor any decorations may obstruct the sidewalks or entrances.

K. Parking vehicles in entrances, loading dock (after loading or unloading occurs), or The Phoenix Ballroom garage, is prohibited. Vehicles so parked may be subject to towing at the expense of the vehicle owner.

Set-up Times and Load-In/Load-Out:

A. Decorators should notify The Phoenix Ballroom Office during regular business hours (9:00 a.m. – 5:00 p.m., Monday - Friday) of events they have been contracted to decorate in The Phoenix Ballroom.

B. Decorators should provide the date and name of event and the expected time they will need to gain entry into The Phoenix Ballroom.

C. The Phoenix Ballroom is equipped with a loading dock for loading and unloading. Please use it.

Special Notes:

- Decorators should be aware of the Customers' contracted date and time for utilization of The Phoenix Ballroom. Early opening (before 9:00 a.m.) may be subject to an additional charge to the Customer and must be approved by the Customer.
- Decorators should also be aware of the Start Date and Time under contract by Customer. Decorators' requests to set up prior to contracted date and time may incur additional charges for Customer – which must be approved by the Customer, and will depend on availability.

ACKNOWLEDGEMENT:

I have read these Decorators' Guidelines for The Phoenix Ballroom and agree to comply with them.

Printed Name of Decorator and Company Name

Signature of Decorator and Date