



THE PINNACLE CENTER

01/31/08

DECORATING GUIDELINES FOR THE PINNACLE CENTER

1. **Rooms are available for set-up at 2:00 pm the day of the event or three hours prior to the event for functions starting prior to 6:00 pm. Access to rooms prior to these times will be charged at a rate of \$50 per hour.**
2. All decorations must be coordinated with an event manager and must conform to all fire regulations.
3. Items are not to be taped or tacked on walls, ceilings or surfaces in meeting rooms, banquet rooms, lobbies, etc.
4. No items are to be attached or suspended to the painted poles.
5. All candles are required to have glass shields or hurricane lamps. No open flames are allowed.
6. Candles must be wax- based, smokeless, & dripless no oil or gel candles allowed.
7. Confetti, Glitter, Sand, Potpourri...etc ,items that are sprinkled are not allowed. **Soft mints are not allowed as party favors.**
8. **All decorations must be removed after the function.**
9. Power cords for lighted tooling must be run under any staging.
10. Stage tape must be used for any cords needing to be taped down. The use of Duct tape or any glue-based tape is not allowed. Stage tape may be purchased from The Pinnacle Center for \$25/roll..
11. An event manager must approve decorations for outdoor areas in advance. Decorations on the deck may be fastened using pipe cleaners or nylon zip ties. The use of staples on the deck is prohibited.
12. The Pinnacle Center offers a variety of decorations for an additional charge.
13. Any questions on decoration ideas may be clarified by calling 616-662-3330.