

HEARTH

WEDDINGS & EVENTS

House

VENUE

DÉCOR POLICY

All-Inclusive Clients, your Coordinator takes care of all this for you. Sit back and relax!

SHARE THIS WITH YOUR FLORAL, DESIGN AND PLANNING PROFESSIONALS
Your Coordinator should take care of this for you. Please communicate with them.

Clients with a Decor Plan that complies with the conditions below do not need Décor Plan Approval, but should review the plan with Onsite Venue Manager during the Final Walkthrough.

1. Full Service Caterers must set up and takedown Tables, Chairs, and all Hearth House Furnishings.
2. Décor setup can begin at Access Time before Caterers arrive. NOTE - Make sure all centerpieces are ready to set on tables when the caterer arrives to set up tables. (Additional hours may be purchased upon request.).
3. No food, drink, personal items, or decor of any kind can be stored in the Venue prior to Access Time.
4. Items cannot be delivered to or stored in the Venue the day before or anytime before Access Time begins.
5. Rental Companies must deliver and pick up rented items during Access Time.
6. Décor staging must be complete 30 minutes prior to guest arrival.
7. All Décor boxes must be removed from Venue and cannot be stored onsite in the Catering/Staging Area.
8. Candles are allowed if behind glass with flame 2 inches below the top of the glass.
9. Boda candles and tea lights must be in votive/holders with flame below the top of the votive/holder.
10. Glitter and Confetti is strictly prohibited, and if used, will result in forfeiture of Damage Deposit.
11. Adhesives are limited to Gaffers Tape, removable Adhesive Putty, Command tape/hooks, zip ties, string, or fishing line.
12. Prohibited are; any kind of tape (other than Gaffers Tape), nails, staples, pushpins.
13. Adhering anything to the walls or doors is prohibited unless approved by Hearth House Venue.
14. Any fabric hung from walls, ceilings, or trusses must meet Fire Code Ratings and be approved by Hearth House Venue.
15. Tents are allowed on the PARKING LOT only and require water barrel weights. (No staking into asphalt)
16. Tents must be set up and taken down the day of the event unless otherwise approved by Hearth House Venue.
17. EZ UP Shade Tents are allowed on the Courtyard and Patio with proper weights on legs. (Cannot be tied to the railings)
18. Staking items into the Lawn is prohibited due to our underground irrigation system.

19. String lights can be hung indoors on the bottom trusses, secured by zip ties or fishing line.
20. Clients must supply their own ladders and/or step stools and remove them from premises during the event.
21. Standing on Venue tables, chairs, or furnishings is prohibited.

Décor Plan Approval is required for:

1. Décor not meeting, or not included in the Décor Policy above.
2. Any items hung above the bottom truss.
3. Fabric or flammable material hung from the trusses. (Fire retardant rating required)

Need Approval For Something Special?

Email us from your Online Portal and we'll send you a Décor Plan Agreement.

