

***Florist Guidelines***

• **Florist/decorator responsibilities:**

The florist/decorator is responsible for his/her preparation, cleanup and removal of all decorations at the conclusion of the event. The designated area for floral arranging is in the Morning Room off the kitchen. Please keep arranging confined to this area.

• **Flower Arrangements:**

- Pin holders or oasis should be used to hold flower arrangements.
- Vermiculite cannot be used in arrangements.
- A plastic liner needs to be used with all floral arrangements to contain any water that may drip onto the furniture, mantels, floors, etc.
- Do not remove any pictures from the walls.
- Place clear plastic or mats under arrangements that contain moss.
- Garlands can be secured to the banisters with pipe cleaners or felted floral wire.
- Do not tie any ribbons or decorations on the lamps or mirrors.

• **You may use:**

The only items that can be used for attachment of floral arrangements in the Mansion are pipe cleaners, ribbons, or string.

• **You may not use:**

NO tape, tacks, staples, nails or anything else that would penetrate the wood surface may be used. Crepe paper may not be used anywhere in or outside of the Mansion.

• **Containers:**

Heavy containers of any kind should have “felt” type liners underneath them to protect the furniture.

• **Do Not set anything at anytime on the Grand Piano.**

• **Windowsills:**

Decorations and greenery are not permitted in the windowsills.

• **Floor pedestals, candelabras, etc.:**

To avoid scratching the hardwood floors, all such items should have padding on their feet.

• **Candles:**

The House Host/Hostess will advise you on areas where candles are approved for use. All candles must be placed in a glass enclosure and placed a reasonable distance from anything flammable. A container must be placed under all candles to catch the wax that drippings. If using large candelabra, a clear plastic sheet must be placed under the candelabra for protection of the floor.

Candles may be used on mantles only if they are enclosed within a hurricane globe.

• **Moving of Allandale flower arrangements:**

Permanent silk and dried flower arrangements may be moved by permission of the House Host/Hostess. If needed ask the Host/Hostess to move this arrangement. We also ask that you do not change or rearrange our arrangements.

• **Moving furniture:**

Absolutely no furniture maybe moved at anytime in the Mansion.

• **Allandale gardens:**

Cutting of boxwoods, live shrubbery, or flowers in the gardens is NOT permitted.

- **Rental time:**  
The mansion is rented in a seven (7) hour block of time. Check with your client, the renter, for their rental time. Deliveries, arrival, setup, and cleanup should be considered in your planning. If you need more time contact your client, they will need to purchase extra time at \$50/hour.
- **When you are finished?:**  
Check the Mansion and Morning Room for any items which you may have forgotten. All items which you brought with you need to be removed at the completion of your decorating.
- **Cities Responsibility:**  
The City of Kingsport is not responsible for the protection or storage of any items which you may have brought on the grounds for an event.
- **Parking:**  
Parking is located behind Allandale Mansion on both the garage side and Caretakers side of the house.

**NOTE:** please try to meet with us to discuss your guidelines when the Bride comes for her walk through.

**Our staff and management would like to thank you for your cooperation in helping make each event at Allandale successful and pleasant.**