

Allandale Florist and Decorator's Guidelines

- **Venue Hours:** Please check with your client regarding their rental time block! Based on the size and type of event, we understand that you may need to come in earlier than the time your client has arranged with us. Please let your client know of your needs so that they may rent additional time if required. You will not be able to access the venue ahead of the pre-designated time set by the renter.
- **Office Hours:** Office and touring hours are Monday-Friday from 8:00 am till 5:00 pm. Contact the office by calling (423) 229-9422 or (423) 229-9359. If you have any questions about our catering guidelines or need information, please reach out to us!
- **All visits** to Allandale need to be scheduled.
- **The vendor or renter must supply all items which they may need for the event.**
- **Flower Placement:** Floral arrangements may be placed in designated areas only. If you have a question, please talk to your Hostess.
- Pin holders or oases should be used to hold flower arrangements.
- Vermiculite cannot be used in arrangements.
- Plastic liners and/or trays are required 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 or paintings from the walls. No items may be hung from or draped over pictures and paintings.
- Garlands can be secured to the banisters or columns with pipe cleaners, felted floral wire, zip ties, etc. Please use caution when removing these items at the end of the event.
- Do not tie any ribbons or decorations on the lamps, mirrors, paintings, etc.
- **YOU MAY USE** – Felted floral wire, pipe cleaners, ribbons, zip ties, or string
- **YOU MAY NOT USE** – Tape, tacks, staples, nails, glue, Command strips, or anything else that would penetrate the wood surface or leave residue behind. No crepe paper, loose glitter or rhinestones, table scatter, hay, hay bales, fodder shocks, etc.
See the full renter's guidelines for the venue for additional information.
- **No sparklers, fireworks, tiki torches, sky lanterns, cold spark showers, or other explosive / flammable items.**
- **Loose Petals:** Flower petals used INSIDE the mansion must be SILK. Flower petals used OUTSIDE the mansion, in the barn or pavilion, or anywhere else on the grounds must be NATURAL. The Allandale Hostess will keep these items until ready for use.
- **Containers:** Heavy containers of any kind should have felt liners or pads underneath them to protect the furniture.
- **Grand Piano:** Nothing may be placed on the grand piano at any time.
- **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 Host/Hostess will advise you on areas in the Mansion 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 any wax which might drip. If using large candelabras, 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.**
 - **Candles may NOT be used at the Dance Barn or Pavilion venues.**
- **Allandale Furnishings:** **Absolutely** no furniture may be moved at any time in the Mansion.
- **Allandale Floral Arrangements:** Permanent silk and dried flower arrangements may be moved ONLY by permission of the House Host/Hostess. If needed, ask the Host/Hostess to move the arrangement.
- **Allandale Gardens and Grounds:** Cutting of boxwoods, live shrubbery, or flowers in the gardens is NOT permitted. Nothing may be hung or laid over trees and shrubs.
- Allandale Mansion and the City of Kingsport are not responsible for the protection or storage of any items which you may have brought on the grounds for an event.
- Please treat our venues with care! Your client will be billed for any damages.
- **Please consult with the Allandale staff with any questions.** They are well-versed in Allandale's guidelines and are in charge of the facility during your event.

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Guidelines are intended to cover most commonly asked questions, but may not be exhaustive. Please consult with Allandale staff if you have any questions. Allandale reserves the right to disallow items or activities not listed here.

Our staff and management would like to thank you for your cooperation in helping make your special event successful and pleasant.