



# Desert Outdoor Center at Lake Pleasant



## Decorating Guidelines

We want your event to be as special as you do; however, since the Desert Outdoor Center is set in the pristine Sonoran desert, there are a number of restrictions placed upon its use. Here are a few guidelines to help you achieve your decorating goals, while keeping within the requirements of the Center.

### Set Up Time

Set up and clean-up activities are considered part of your scheduled time and will be charged an hourly rate. The time you require for set up must be coordinated with Center staff. You may request permission from the Center staff to decorate hallways, entrance areas, exhibit hall, classrooms, restrooms, outside areas or any other areas not prohibited by these guidelines. Emergency exits, doors, windows, driveways, stairs, or ramps to and from public areas must not be blocked at any time.

### Table Sizes

We can provide up to twenty-four 60" round, which sit 6-8 guests. We also have 5', 6', and 8' rectangular tables available by request. Two 144" long x 30" wide buffet tables are supplied. Gift and cake table can also be set up by request. The chairs supplied by the Center are chrome/burgundy plastic stackable chairs and must be used indoors only. The Center can provide white linen table clothes for all tables when requested. We do not supply table skirting, chair covers, napkins, china or flatware.

### Balloons, Confetti & Glitter

Helium-filled balloons are permitted only with prior approval from the Center staff.

To protect native plants and wildlife, confetti, glitter, rice, silly string, bird seed, peanuts in the shell or sunflower seeds are not permitted on the premises. A cleaning service charge will be levied should such items be brought on site for an event.

### Candles & Open Flames

Candles must be pre-approved by the Staff. Table decorations which include candles must be enclosed in glass or ceramic holder. All other table decorations must be flame retardant. Limited use of luminaries may be used outside in approved areas, except when a fire ban is in place. No fireworks are permitted on the premises.

### Tape, Pins, Staples, etc.

No tape, nails, pins, staples, putty, or spray adhesive may be applied to any area including indoor and outdoor walls, ceilings and floors. Decorations are not allowed on any glass surface in the facility. No self-adhering decorations are permitted on any surface.

### Special Effects

Bubble and/or fog machines are not allowed within the building. All other special effects must written approval by the Center Supervisor prior to event date.

### Extension Cord

Extension cords must be covered or placed where they cannot create a hazard. Any type of tape applied to the floor must be approved in advance. Electrical connections and special lighting must be approved in advance by the DOC Supervisor.

### Outside Flora & Fauna

No alteration, trimming, or cutting of any plants or trees is allowed. Tree or rock climbing is not permitted. Hunting, fishing, handling, harassing, or disturbing the wildlife is not allowed.

### Clean-up

Following the close of your event, all decorations, tape and trash must be removed and placed into waste receptacles. Damage to furnishings, walls, floors, windows or any other surface due to decorations will be charged to the Permittee. At the end of the event, the Event Representative must check out with a Center staff member before leaving the premises.