**Hecker Community Center**

**Decorating Rules/Guidelines**

* REHEARSAL DINNER may not be served / held at HCC!
* **No propping any doors open and no blocking fire exits and/or exit signs.**
* **NO** abrasive material may be used to hold decorations down, such as sand, rice, salt, this includes putting these abrasives in balloon vases.
* **No staples, tape, glue, or other adhesive may be used on tables, floors, walls, or dance floor.**
* **NO** straw bales, corn stalks, pumpkins, ice sculptures, unsupervised chocolate fountain, excessive furniture, etc. may be used to decorate the inside or outside of the hall. (Fire Hazard) **NO confetti canons or poppers are allowed.**
* **NO** tape or decorations may be put on ceiling fans (**they must be in operational order at all times**).
* The tables may not be removed or rearranged, except for the head tables. **If you desire to move tables a check for $250 nonrefundable is required. HCC will be responsible for moving tables back to original floor plan.**
* **NO** head table on the dance floor or stage.
* HCC provides white plastic table covering for your reception, but you must put it on the tables. We do not provide such items as reserve signs, extension cords, tape, scissors, etc.
* If linens are used they must be ironed prior to the day of decorating. Ironing/steaming at HCC is not permitted.
* Stage is reserved for the DJ or Band playing music for reserved event.
* Candles are permitted in the hall. Please use common sense for safety. No candles allowed on the bar!! *No tapered candles!!* **Only battery operated candles permitted in the foyer/traffic area!!** (And remember, the more candles in the hall, the more heat generated).
* All decorations you wish to keep must be removed from the tables the same night of the event. All décor and food must be removed from the building the night of the event unless arrangements are made with House Chairperson for next day pickup.
* For Weddings, you must coordinate cake setup, florist delivery at the same time if possible with the House Chairperson.
* HCC is not responsible for accidents involving wedding cakes, or any rentals brought into the club. Rentals must be removed by Monday following the event. Arrangements must be made with the House Chairperson.
* We have 3 60” x 29” round tables available for use by renting party. 1 hard top table is to be used for CAKE TABLE ONLY. 2 plastic top tables can be used for appetizer/snack tables.
* Contracting party DOES NOT have to clean the hall if you have rented the hall for a 7 hour event, wedding, anniversary, or dinner meeting. *Only remember to take off the tables what you want to keep or it can/will be thrown away by the cleaning crew.*

**The Hecker Community Center thanks you for the opportunity to host your special event.**