

# INFORMATION FOR PRIVATE DECORATORS

Management requests that all private function clients wishing to have private decorating/vendors please share this document with the respective business providing their services.

Private decorating/vendors are more than welcome in our private functions provided that the below conditions are adhered to:

- Care is to be taken when setting up as the Rose Room has all custom made decor
- No tape or any adhesive substances are allowed to be applied to any walls
- Decorators must consult with staff before connecting items to electrical outlets, particularly AV equipment
- Clients are guaranteed 30 minutes of client/decorator access to the venue before the start time of the function, and while they can request earlier access it is not guaranteed (as there may be other bookings)
- Please be aware there is no need to contact the venue to arrange bump-out or collection, both are possible during the following times:

Collections:

Monday - Sunday

7am to 1pm

- Decorations that are delivered before the client access period will be put into storage until the start of the client/decorator access period
- Decorations not collected at the end of the function will be moved into back of house storage by venue staff for collection during the times listed above. Care will be taken with all items but the venue accepts no responsibility for damages caused by non-collected items that must then be removed
- All decorations must be collected by 1pm Sunday (the week of the booking) and items not collected by then may be removed from the property

Please note that the private function organizer is liable for any damages (even wall paint) caused by decorations/decorators, other organizers and also guests.

