

# The Brazos Center

## **DECORATING POLICY**

Lessee must **pick up** tables and chairs if moving them. **Do not drag** as it could result in scratches on floor.

**Spraying balloons is prohibited (inside or outside). Balloons must be popped inside trash receptacles.**

Placement of outside banners/flags/signage **must be approved** by the facility beforehand.

Lessee must use Brazos Center's tables and chairs. Any third-party items must have advanced approval.

Lessee must disclose to the Event Coordinator any significant decorations planned for the event.

**Alcohol may not be used as a décor item. If alcohol is an item included with the purchase of a table or package, it must be stored in designated area and handed out at end of event, or when attendee is leaving.**

**Bookings in Assembly 3 & 4 and Rooms 102, 106, 108 do not have loading dock access, unless permitted by Event Coordinator. Must use front doors to unload/load. Carts are available.**

## **BANNED ITEMS**

- |                |                                         |                                      |
|----------------|-----------------------------------------|--------------------------------------|
| • Glitter      | • Command Strips                        | • Open Flame (battery operated only) |
| • Orbeez       | • *Tape                                 | • Water Based Fog Machines           |
| • Confetti     | • Floor Wraps/Decals                    | • Bounce Houses                      |
| • Pinatas      | • Nails, Tacks, or Staples for securing | • Gas Operated Machines/Vehicles     |
| • Silly String | décor                                   | • Mechanical Bulls                   |
| • Hay/Straw    | • Peanuts                               |                                      |

**\*Only painter's tape is permissible on walls and/or floors. Absolutely no other type of tape is allowed.**

## **CLEAN-UP POLICY**

Lessee is responsible for busing their own tables during and after their event.

All disposable items are to be discarded in the provided plastic-lined receptacles. Brazos Center staff will attend to emptying receptacles once full.

**All boxes must be broken down and disposed of in Brazos Center dumpsters.**

Food service areas are to be cleaned and cleared.

No food is to be discarded in kitchen sinks. **Kitchen sinks are for liquid disposal only.**

Any borrowed items must be returned, or they will be deducted from security deposit.

**All decorations and food must be removed from the facility by the end of your time block.**

*I understand the policies as stated for decorating and clean-up at the Brazos Center. I understand I am also responsible for others associated with my event to follow these policies.*

*I understand that failure to comply with these policies will result in the retention of all or part of the security deposit.*

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*Lessee's Signature*

*Date*