

# ~DECORATION AGREEMENT~

The following agreement is intended to assist you and LaMalfa to make this event a complete success:

- All items needed for centerpieces/decorations must be provided by the florist/decorator. We do not have mirrors, votive candleholder, candles, rose petals etc. for you to use, rent or borrow.
- You are responsible for the delivery, set-up and removal of all items regarding centerpieces/decorations. Set up can begin two (2) hours prior to your invitation time, the day of the event and tear down & removal must be complete **one hour after** the close time.
- **ALL OF YOUR PERSONAL ITEMS & CENTERPIECES MUST BE REMOVED ONE HOUR AFTER THE EVENT. LAMALFA IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO ITEMS LEFT AT LAMALFA PAST THE SPECIFIED REMOVAL TIME. NO ITEMS CAN BE PICKED UP AFTER EVENT.**
- Upon your arrival at LaMalfa please check in at the front reception desk. You will then be directed where to unload your supplies. We ask that NOTHING be delivered through the front doors of LaMalfa or the Hotel.
- Any "special" requests (early set-up, water for vases etc.) must be arranged 10 days in advance with the Event Coordinator at LaMalfa.
- All candles must be in a container or on a mirror. The person signing below will be held responsible for any damage caused by improper use of candles.
- Please remain professional at all times while on our property. Proper attire is required when setting up your items.
- You are responsible for any live or silk flowers and ribbons needed for the cake or ice carving.
- If there is an ice carving or cake, you are responsible for placing the greens and/or flowers and ribbon around the base. The ice carving and cake will be set up in the ballroom no earlier than one-hour before event.
- We need a signed copy of this agreement in the file of every event, no exceptions.

I have read and understand the above requests made by LaMalfa and will call LaMalfa with any special requests or concerns (440) 357-9333.

## COMPLETED FORM DUE TWO-MONTHS PRIOR TO EVENT

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Name: \_\_\_\_\_

MUST BE SIGNED BY OWNER OF THE FLORIST COMPANY OR BY CLIENT, IF CLIENT IS PROVIDING DECORATIONS.

Fax to: (440) 357-8371 or Mail to below address:



5783 Heisley Road Mentor Ohio 44060, 440/357-9333 Fax:440/357-8371

*The LaMalfa Family Welcomes You* ~ [www.lamalfa.com](http://www.lamalfa.com)