



Florist Guidelines

- **Florist responsibilities:** The florist is responsible for his/her preparation, cleanup, and removal of all provided decorations at the conclusion of the event. The designated area for floral arranging is in the Morning Room behind the kitchen. Please keep arranging confined to this area.
- Pin holders or oases should be used to hold flower arrangements.
- Vermiculite cannot be used in arrangements.
- Plastic liners and/or trays are required to be used with **all** floral arrangements to contain any water that may drip onto the furniture, mantels, floors, etc.
- Do not remove any pictures from the walls.
- Garlands can be secured to the banisters or columns with pipe cleaners or felted floral wire.
- Do not tie any ribbons or decorations on the lamps or mirrors.
- **YOU MAY USE** – Felted floral wire, pipe cleaners, ribbons, zip ties, or string
- **YOU MAY NOT USE** – Tape, tacks, staples, nails, glue, Command strips or anything else that would penetrate the wood surface or leave residue behind. No crepe paper, loose glitter or rhinestones, table scatter, hay bales, etc. See the full renter's guidelines for the venue for additional information.
- **Loose Petals:** Flower petals used **INSIDE** the mansion must be SILK. Flower petals used **OUTSIDE** the mansion, in the barn or pavilion, or anywhere else on the grounds must be NATURAL. The Allandale Hostess will keep these items until ready for use.
- **Containers:** Heavy containers of any kind should have felt liners or pads underneath them to protect the furniture.
- **Grand Piano:** Nothing may be placed on the grand piano at any time.
- **Windowsills** – Decorations and greenery are not permitted in the windowsills.
- **Floor Pedestals, Candelabras, etc.:** To avoid scratching the hardwood floors, all such items should have padding on their feet.
- **Candles:** The Host/Hostess will advise you on areas in the Mansion where candles are approved for use. All candles must be placed in a glass enclosure and placed a reasonable distance from anything flammable. A container must be placed under all candles to catch any wax which might drip. If using large candelabras, a clear plastic sheet must be placed under the candelabra for protection of the floor. **Candles may be used on mantles only if they are enclosed within a hurricane globe.**
 - **Candles may NOT be used at the Dance Barn or Pavilion venues.**
- **Allandale Furnishings:** **Absolutely** no furniture may be moved at any time in the Mansion.
- **Allandale Floral Arrangements:** Permanent silk and dried flower arrangements may be moved **ONLY** by permission of the House Host/Hostess. If needed, ask the Host/Hostess to move the arrangement. We also ask that you do not change or rearrange our arrangements.
- **Allandale Gardens:** Cutting of boxwoods, live shrubbery, or flowers in the gardens is **NOT** permitted.
- **Rental Time:** Allandale facilities are rented for a seven (7) hour block of time. Check with your client and/or the renter for their rental time. Deliveries, arrival, setup, and cleanup should be considered in your planning. If you need more time, contact your client: they will need to purchase extra time.
- **After the Event:** Check the Mansion and Morning Room for any items which you may have forgotten. All items which you brought with you must be removed at the completion of your decorating.
- **Miscellaneous:** Allandale Mansion and the City of Kingsport are not responsible for the protection or storage of any items which you may have brought on the grounds for an event. Parking is located behind Allandale Mansion on both the garage side and the Caretakers side of the house. Separate parking areas are designated for each barn. Please treat our venues with care! Your client will be billed for any damages. Please try to meet with us to discuss your guidelines when your clients come for their walkthrough.

Thank you for your cooperation!