

## DECOR

### Centerpieces

We highly recommend hiring a florist for your centerpiece needs. It's an investment which will save you time and reduce stress on the wedding day. If you decide to prep your own flowers or bring your own centerpieces, please keep in mind that we do not provide floral design services and there is a limit to what we can help with. We are happy to set out your ready-to-place centerpieces or zip-tie a single floral arrangement to an arch, but we don't work with loose greenery, smilax or buckets of flowers. Due to the amount of time involved, we cannot setup or breakdown floating candles - please make sure to hire a florist to both execute and strike this design.

If you are making your own centerpieces, please make sure any floral pieces are completed before they arrive at the venue. We do not have space for building floral arrangements at the venue. We do not have refrigeration for fresh flowers so please make sure to time their arrival accordingly.

Please have any additional decor items (i.e. candles, table numbers, menu cards, chargers, etc.) ready to place by pre-removing all wrappers, price tags and labels.

Can we hang greenery, flowers or lighting from the ceiling?

Any special setup involving hanging items (i.e. string lights, floral, drapery, greenery, flags, etc.) must be pre-approved by an event coordinator and must be executed by design or lighting professionals. Please do not ask a friend or family member to handle this level of execution. There is no exception to this rule. With any kind of installation, we require proof of insurance as well as a professional strike at the end of the event.

### Auxiliary Decor

Your Manor House event coordinator will set out auxiliary decor such as place cards, a guest book, photos, favors, signage, etc. At the end of the evening, we will pack your items and send them home with a designated friend or family member. Please bring these items to your rehearsal for overnight storage to allow us to get a head start on setup on your wedding day.

Are linens and place settings included?

Standard linens and place settings are included in the menu price. We do have a selection of colors of linen for you to choose from. The Manor House will provide one floor-length table cloth per dining table and any other auxiliary tables needed for the event (i.e. buffet, DJ booth, cake, etc.).

Can I use candles in my centerpieces?

Yes, with some limits. All candles must be in some type of glass container for fire safety reasons. We accept glass votive candleholders, hurricane lamps or glass pillar vases. Taper candles need to sit on a drip plate (with at least 2 inches of space on either side of the candle).

What size are the round tables and how many guests can be seated around a table?

The Manor House provides five-foot (60 inch) round tables and each table seats up to ten guests. With a guest count over 120, we recommend ten guests per table.