

### Decorating Guidelines

Lakeside Ballroom was built in 1927 and is on the National Register of Historic Places. Please help us in maintaining this unique ballroom by adhering to the following decorating guidelines:

1. Please contact the manager to schedule your decorating. Also, please keep this in mind for your cake delivery and your caterer.
2. We will not be liable for any injuries due to decorating. You will need to bring your own step ladder with you. NO standing on chairs or tables will be allowed.
3. Lakeside has limited electrical usage and availability. Please keep this in mind for your decorating plans, and if applicable, your caterer.
4. Discuss with the manager your plans for arranging the ballroom for your event. When arranging tables, always pick them up. DO NOT PUSH OR SLIDE TABLES ACROSS THE FLOOR. It will cause scratches and gouges on our original hardwood maple floor and will result in REPAIR CHARGES ASSESSED TO YOU.
5. NO BUBBLES PLEASE! They will cause stains on the floor.
6. DO not use pins or tacks in the banquet tables. Scotch tape is allowed but must be completely removed at the time of cleanup. Pins cause holes and rough edges on the tables, resulting in the trim coming off. The cost to you may be \$100.00 per table to replace.
7. Tape is NOT ALLOWED on painted surfaces.
8. You cannot add or remove nails from the walls.
9. Candles are permitted and can be lit only if the flame is completely encased and cannot be knocked over.
10. Please ask the manager for use of glass in decorating. There are stipulations from our insurance company. Top heavy vases do have a tendency to tip over when people are walking, running and dancing during events.
11. Balloons filled with helium will be allowed if the balloons are anchored at all times and you dispose of them at the end of the event.
12. Decorating outside will be permitted, but will need to be removed immediately after the event.
13. Any large decorations must be removed immediately after the event and NOT DISPOSED OF in Lakeside's Dumpsters.
14. The memorabilia pictures and the American Flag to the left of the stage will NOT UNDER ANY CIRCUMSTANCES come down.
15. Do not attach anything to the Antique lighting when decorating.
16. If you need to use our tall ladder, PLEASE DO NOT drag it on the floor and be careful as to not touch the lighting.

We appreciate your help in preserving our historic ballroom. When in doubt, ask the manager. Thank you!

If you have questions, please call us at 563-252-1355. If we don't pick up, please leave a message.