



SETUP PROCEDURES



Generally, 6-hour events held at the COLUMBUS Hall & Banquet Center can be set up on the day of the event, with no difficulty. We allow access to the building at 8:00 am or later to do the necessary preparation for each event.

4-hour events allow 2 hours of setup time prior to the event. If additional time is needed for setup, we will allow additional time on that date at an additional charge of \$60 per hour.

If your event requires an unusual amount of setup or decoration time, we offer 2 solutions.

1. Book the hall for the day before. We will give up to 6 hours of decoration time for an additional \$400.
Or
2. Wait till the week of the event. If the hall is available, we will allow you access to the building on the day before your event for up to 6 hours at an additional charge of \$60 per hour (minimum 2 hours).

Tables and Chairs- Most likely, the tables will be in place for your event, with the chairs placed up, on top of the tables. You may need to add or subtract or move tables to suit your needs. We expect the chairs to be returned to the top of **clean** tables after your event, unless you arrange for us to clean up.

Linen - Rented linen from CHBC will be available for you to place.

If you arrange for a reception package, the tables will be set in place, chairs on the floor around the tables, linen on the tables, tables set and decorated as described in the reception package handout.

- **Nothing** may be attached to the walls, ceiling panels, or building.
- Moveable ceiling hooks may be used to hang lights balloons, etc.
- Decorating items that are difficult to clean up (i.e. rice, confetti, glitter, bubbles) **are not allowed**.
- Liquids and food items will be served in tiled area.
- **Plastic table coverings are not allowed** on the carpeted areas
- **ALL Candles must be enclosed in glass**. All large candle arrangements are subject to prior approval by the Hall Manager after reviewing safety considerations. All lit candles **must be in a supervised area**.
- No combustible materials or decorations may be placed near burning candles.

It is the **Tenant's responsibility** to inform the attendees, caterer, decorator, band and/or DJ of these policies.