



CITY OF MONTE VISTA

www.cityofmontevista.com

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Decorating and Set Up Guidelines

The following restrictions were designed to retain the value and appearance of the Ski Hi Complex, furniture and fixtures, also to provide safety to our patrons. If you have questions during your event set up or need assistance, please feel free to inquire with Facility Management.

- Table and Chairs layout must be approved by Facility Management during planning meetings, you are not to rearrange without prior approval from Facility Management.
- Do not prop doors open, damage will occur with over extension of door hinges. Contact Facility Management for best loading/unloading options.
- Tape is NOT allowed on the walls or doors.
- Gaffers Tape may be used on the concrete in the Event Center.
- Any Banners to be hung in the Event Center must be given to Staff prior to the event to be hung up by City Staff ONLY.
- Any decorations to be hung from the ceiling must be approved by Facility Management during planning meetings.
- Event Holder is responsible for removing all mechanics and trash used to decorate and set up.
- No painting, spray painting, or glue are allowed.
- Rice, Confetti, Glitter, Bird Seed, Silly String, and Sparklers are prohibited inside all Ski Hi Complex Facilities.
- No standing on chairs or tables.
- Do not apply stickers, tape, or any object with a sticky substance to any surface.
- The use of open flame items and decorations is not permitted (including open flame candles).
- Do not pour liquids or gel products used for floral arrangements into sinks, water fountains or drains.
- Do not use the partition wall tract for hanging or securing any thing
- Renter(s), caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the Facility prior to or after the event time period. Renter(s) will be responsible for arranging access during the time requested for entry and exit of the Facility. Renter should plan accordingly to include set up, clean up and removal of event as part of their rental time frame.
- Renter(s) will not prepare or decorate the Facility prior to the event start time, unless Renter(s) provides rental fees, deposits, and insurance for the time of the preparation and/or decoration.
- Renter(s) shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes, tape or other forms of fasteners into any part of the Facility and shall not make or allow to be made any alterations of any kind therein.