NOTRE DAME
HOSPITALITY

DÉCOR POLICY



You are welcome to decorate your venue to fit your event needs with any decorations that can be removed without any harm to the venue. All decorations must meet with the approval of the event specialist prior to your event date.

- Storage is limited, any storage of décor items prior to event must be approved by event specialist.
- All decorations, props and additional event-related paraphernalia must be removed immediately following your event, unless otherwise approved by your event specialist.
- Any materials left in the venue without notification of pick-up will be disposed of upon conclusion of the event.
- Trash removal fees may apply for materials brought in and left for the event staff to dispose of.
- Due to limited space, we anticipate that minimal assembly of florals and props will be conducted here. All vendors are responsible for the cleanup of any disorder that they create.
- Clients are responsible for additional labor charges in the event that cleanup is necessary. Charges will be included on the post-event invoice.
- All decor and event items must be removed from the venue immediately following the event unless otherwise specified by a Notre Dame Hospitality event specialist.

Prohibited décor:

- Combustibles
- Helium balloons in ballrooms
- Confetti
- Glitter
- Straw or hay bales
- Open flames (candles must be housed in a container that protects the flame)
- Decor hanging from light fixtures
- Adhering items to the wall or ceiling
- Blocking emergency exits
- Blocking fire extinguishers