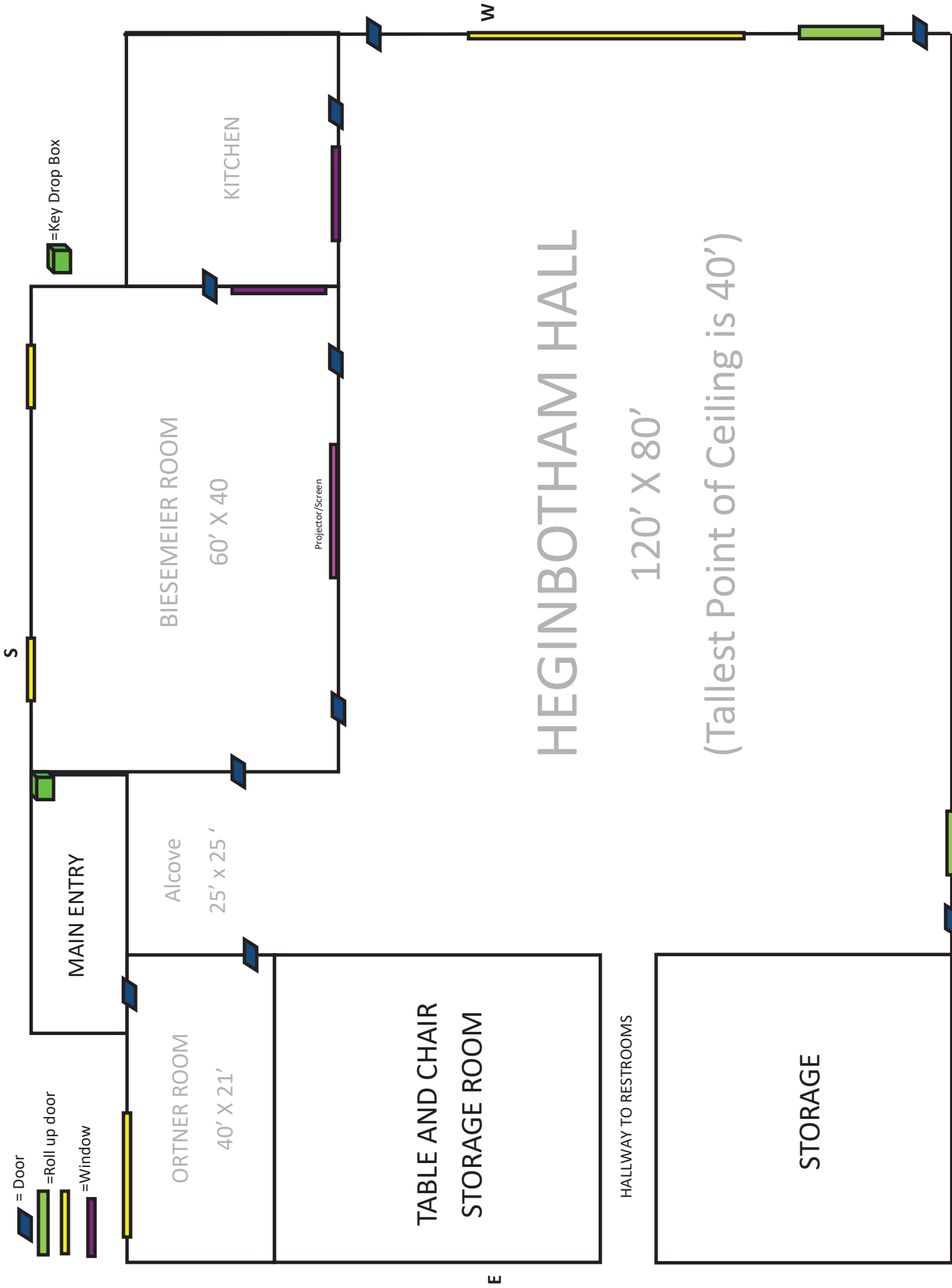


▀ = Door

▬ = Roll up door

▬ = Window

▣ = Key Drop Box



HEGINBOTHAM HALL

120' X 80'

(Tallest Point of Ceiling is 40')

Name _____

Event Date(s) _____

Phillips County Event Center

Decorating DO'S and DON'TS

Any damages done will be deducted from your deposit and/or billed to you after your event.

DO'S

Can use Blue Tac or UHU Tac to hang light decorations (can purchase through the Event Center)

Use cable strung along walls to hang poster, banners, and other light objects

Free standing easels

Center Piece – it is on a pully system. Please make sure you are shown how to use it properly.

DON'TS

No Security cameras covered

NO TAPE(OF ANY KIND), THUMB TACKS, 3M HOOKS, NAILS, AND ANYTHING ELSE THAT WILL DAMAGE THE WALL. If you are not sure, ask.

No new holes in any part of the building

No decorating foyer/entrance UNLESS you have rented the whole building

**IF YOU WANT TO USE THE FORKLIFT OR SCISSOR LIFT, NEED TO CONTACT EVENT CENTER MAINTENANCE 970-466-0482 BEFORE OPERATING.*

**IF YOU HAVE ANY PROBLEMS WITH DECORATING, PLEASE CALL EVENT CENTER MAINTENANCE.*