



Decorator and Baker Agreement

The following agreement is intended to assist you and LaMalfa to make this event a complete success. We look forward to working with you and ask that any special requests be made (10) days prior by contacting LaMalfa by email at general@lamalfa.com

·No cake deliveries can be made until 2 hours prior to the event start. No cakes can be stored in cooler except for sheet cakes.

·Any space larger than 25" round must be approved by the catering office no later than ten (ten) days prior to the event.

·All items needed for centerpieces/decorations must be provided by the florist/decorator or client. LaMalfa does not provide mirrors, votive candles or holders, rose petals etc...for you to use, rent or borrow.

·You are responsible for delivery, set-up and removal of all items regarding centerpieces/decorations.

·Set up can begin two (2) hours prior to event's invitation time the day of the event.

Tear down & removal must be completed within one (1) hour after the event's close time. ALL OF YOUR PERSONAL ITEMS & CENTERPIECES MUST BE REMOVED ONE HOUR AFTER THE EVENT. LAMALFA IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO ITEMS LEFT AT THE FACILITY PAST THE SPECIFIED REMOVAL TIME. ITEMS MAY NOT BE PICKED UP AFTER THE EVENT.

Upon arrival at LaMalfa please check in at the front desk lobby located in the North/East entrance of the building. You will then be directed where to unload your supplies. We ask that NOTHING be delivered through the front doors of LaMalfa or the hotel.

·Any "Special" requests must be arranged 10 days in advance with the LaMalfa catering office.

·All candles must be in a container or on a mirror never on cloth itself. The person signing below will be held responsible for any damage caused by improper use of candles. It is the responsibility of the decorator to light any candles.

·Use of confetti or glitter in ANY room is prohibited (a clean-up fee of \$500.00 will be assessed to client if ANY guest or decorator uses confetti or glitter).

·Please remain professional at all times while on our property. Proper attire is required when setting up your items.

·You are responsible for live or silk flowers needed for the cake or ice carving.

If there is any ice carving or cake, you are responsible for placing the greens and/or flowers. The ice carving will be set up in the ballroom no earlier than one (1) hour before the event.

·LaMalfa staff is not approved to handle any decorations, cake or baked goods except for sheet cakes.

Please complete and return no later than 30 days prior to the event:

I have read and understand the above requests made by LaMalfa and will contact LaMalfa with any special requests or concerns.

No children allowed on the property under the age of 14 to assist in set-up

Signature: _____ Date: _____

Printed Name: _____ Event Date: _____

Company Name: _____ Contact #: _____

Event Name: _____

****MUST BE SIGNED BY OWNER OF THE COMPANY****

Email to general@lamalfa.com