

BRAGG-MITCHELL MANSION

FLORIST GUIDELINES AND POLICIES

DELIVERY AND SET-UP

The Mansion is **typically** open to the client four hours before event beginning and four hours afterward, though the final contract time is determined by the client.

All decorations must be delivered through the back entrance. **Do not park delivery trucks in front of the Mansion.**

Arrangements should be completed as much as possible prior to delivery. If work has to be completed at the Mansion, florists may use the second floor entrance or parking area as a workspace. **This area must be cleaned and all trash removed before the florist leaves. Tarps are required for workspace.**

Flower arrangements should be completed at the Mansion by the time specified by client. Please check with your client to ensure flowers are ready for photographs.

CANDLES AND OPEN FLAMES

All candles allowed inside the Bragg-Mitchell will be provided by the Mansion. **No other candles may be used.**

No open flames are allowed inside or outside the Mansion, including porches. Glass globes must be provided over flames. Hurricane globes are allowed. **All candles must be approved prior to use.**

MISCELLANEOUS

Florists are required to remove all exterior arrangements and containers at the end of the contract time. Door and balcony decorations may remain until the following Monday for weekend events (unless another weekend event is booked) or the next business day for weekday events.

No nails, staples or glue are allowed on any surface inside or outside the Mansion.

Florists may not clip greenery from Bragg-Mitchell Mansion grounds.

DO NOT attach anything to the carriage lights on either side of the front doors.

Florists must bring their own ladder, scissors, etc. Please be advised that a ladder is needed for front door decoration.

Bragg-Mitchell Mansion is not responsible for containers or equipment used or left at the Mansion by a florist or client.

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MEASUREMENTS AND COUNTS FOR FLORIST'S USE

Parlor Mantles	6' x 10"
Turn of the Century Mantle	5' x 10"
Foyer Library Table	2' x 8'3"
Banister (Bottom step to top step)	21'5" long
Banister (Bottom step to end of railing)	36' 6"
Front Doors.....	8'6" H x 6' 8" W x 1-3/4" thick
Door Frame.....	11' 3" H x 7' 3" W
Entrance	11' 3" H x 10' 9" W
Ledge above door.....	12'7" WIDE - 15" DEEP - 13' HIGH
Windows on front porch.....	11' HIGH X 3'4" WIDE
Veranda Tearoom Windows.....	8' 6.5" TALL - 2' WIDE
(6 across back, 3 down hall, 6 in back entrance)	
Balcony (floor from porch)	15' HIGH - 51" DEEP - 12'6" ACROSS - RAILING 2'8" HIGH