



Pickering Barn Decorating

Decorating Rules and Regulations

Renters are responsible for ensuring the Decorating Rules and Regulations are shared with vendors, and/or anyone assisting with décor during the planning process. Renters and their on-site contact are responsible for ensuring the Decorating Rules and Regulations are followed throughout the event and work with the barn staff to address any issues. Failure to adhere to these Rules and Regulations may result in additional damage fees, denial of use of items during an event, or denial of future use.

- Plan to explain decorating plans on the event planning packet. If anything seems unusual or any questions come up, contact our office far in advance to discuss the desired components for decor.
- Event staff will be monitoring the set-up and tear-down of decorations but are not responsible for their set-up or clean-up. Staff are instructed not to touch or move third party rentals or personal items. If any items are creating a fire or tripping hazard, they must be removed or moved immediately.
- All items brought into the facility must be removed at the end of the event. This includes large or oversized items such as arches or installations. Large or oversized items must go with the renter or a designated vendor at the end of the event; the dumpster is not an option for large items, bagged garbage only.
- The hours you have booked the facility for on your contract include your decorating and tear-down time.
- Review these directions with all members of your decorating crew and hired vendors.

Decorating Ideas That Work Well

- Hanging décor or lights with zip ties, fishing line, or magnets
- Covering cords with cord covers provided by the venue, a vendor, or purchased
- Freestanding signage or arches
- Compostable, reusable, or repurpose-able items
- Bubbles (for grand exits)

Decorating Not Allowed

- **No tape** on any wall, floor, ceiling rail, gazebo, trellis work or equipment.
- Pickering Barn **does not allow** blue painters tape, electrical tape, gaffers tape, 3M tape products, foam tape, gum type tape or adhesive sticky goo.
- No taping down aisle runner to floor. Please use freestanding items such as rocks or bricks to hold in place.
- No nails, tacks, staples, pins or glue can be used on the facility walls, floors gazebo, trellis work, or equipment.
- No throwing of birdseed, rice, salts, oatmeal or confetti, including biodegradable versions.
- **Flower petals** can be displayed on indoor tables and windowsills but not on the floors. Flower petals can be sprinkled by a flower girl down ceremony aisle, but the aisle cannot be fully coated or fully lined with the petals. Petals cannot be tossed by guests.
- No blowing of bubbles inside the facility — bubble blowing is allowed outdoors.
- No cold spark machines.



- No sprinkling of glitter, confetti, potpourri, sequins, opened candy, herbs, sand, moss or ash on tables, floors, ledges or windowsills including biodegradable versions.
- No use of sparklers or pyrotechnics inside or out; fireworks (including sparklers) are illegal within City limits. [Chapter 8.12](#)
- No open-flames or burning of items including no s'more roasting. See candle allowances.
- Small fire pits for ceremonies may be approved in advance. These must be outside and extinguished appropriately. Contact our office for prior approval.
- No tiki torches or oil lamps inside or outside
- No balloon releasing and no floating lanterns.
- No use of drones; even for photography purposes
- No hay bales inside or outside (fire hazard)
- No bubble, fog, rain / snow machines or pull smoke grenades.
- No floating candles placed on the floor — table tops only.
- Limit of 4 live Christmas trees per event. Renters are responsible for securing tree properly in a stand, watering the tree and cleaning up after the tree including sweeping. A tree skirt or covering is necessary to protect floor from sap.
- No hand trucks, scissor lifts or motorized vehicles inside the facility.
- No affixing décor to lanterns in the Hay Barn and lobby or to the chandelier in the lobby.
- No gel or glass water beads in floral arrangements
- No animals / pets (unless for a ceremony and then only with an approved Pet Use Agreement Form).
- No affixing signage, banners or decorations to the Barn's exterior, signage, or trellis work.
- No staking into the Barn's landscaping and grass lawn. Free-stand shepherd hooks only.
- No tents on-site unless they are sand-bagged to withstand heavy winds — no staking allowed.
- No items over 25 lbs. affixed to the ceiling metal tracks or wrought irons bars along ceilings in both the Dairy Barn and Hay Barn.
- No space heaters or propane umbrella heaters inside. The Aggreko / Tuco heating unit is the only fire marshal approved heating unit allowed. Please see "Vendor Information" for details on how to rent this unit.
- No covering of lobby items including ATM and fire panels.
- Upon request, the lobby bench and fish table can be moved to another location or stored away during your event.
- Objects heavy enough to leave marks on the floor are not to be drug across the floors. Please see your event staff for the use of a hand truck or dolly. No motorized vehicles are permitted inside the facility.
- Broken glass and other sharp objects need to be disposed of separately from the regular trash containers in the facility. Please see your event staff for proper direction.

Please carefully review our candle allowances below. The City of Issaquah reserves the right to reject any decorating plan and make changes to decorating policies. We recommend having your plan reviewed and approved by the Operations Lead prior to your event and before purchasing all decorations to confirm permission.

Candle Allowances

- Use of flammable or combustible materials are prohibited
- No open flame or fires are permitted on-site.
- No burning of items
- No oil candles

Candles may be used if they are fully enclosed in a container as tall as the candle and its flame; see visual samples below. All candle types including floating candles are acceptable as long as they are properly contained. Open flame candles for wedding ceremonies, unity candles or candelabras may be used without an enclosed glass holder as long as they are lit just prior to the ceremony and extinguished immediately after the ceremony. Small fire pits for ceremonies may be used outside. They must be extinguished properly and require prior approval from management. Please inform your facility coordinator if you will be using these. Any remaining candles set for decoration during the ceremony near alter or throughout the room must follow the guidelines listed above. The ledge above the popular ceremony location is 3" wide.

Barn candle lanterns (battery operated) in the Hay Barn are affixed to wooden beams and are available for your use upon request the day of your event if desired at no charge. Please do not attempt to operate these lanterns — they are to be handled by barn staff only. Please do not hang things from or decorate the lanterns. Replacement of barn provided battery operate candles for other candles of any kind, shape, size or color or alternate decoration is not allowed.

Examples of Approved Candle Holders

You are not limited to these options. These are simply examples to assist you with your planning.



Examples of Candle Holders Not Allowed

You are not limited to these options. These are simply examples to assist you with your planning.



Ceiling Decorating Tips

- We encourage the use of freestanding decorations.
- The drapery and holiday lights you see on the ceilings in many of our photos are not provided by the facility.
- We do recommend hiring a professional decorating company to assist you with ceiling decorating. They are very knowledgeable, can save you a ton of time and most offer fire-retardant fabric. Florists are also sometimes willing to assist with ceiling décor at an additional rate.
- Materials that work great to decorate with include:
 - Aisle runners (they can go up too!)
 - Tulle or curtain panels
 - Holiday twinkle lights – very popular and are what’s most often used. Be sure to buy plenty of extension cords too.
 - Paper lanterns...colorful and inexpensive.
 - Natural materials that are biodegradable, like burlap, cotton, or silk are preferred over synthetic materials
- We recommend hanging your décor with zip ties, dowels, fishing wire or string. **No tape.**
- We have two ladders on-site for your use. They are each 8 ft. tall. It is 12 ft. to the rafters in both barns so an average height person with arms-reach on a ladder can easily reach. Feel free to bring in taller ladders if you’d like.
- We’ve seen it work well when the edge of the fabric is pre-glued to a pole or dowels and a pole or dowel is placed in each location that the fabric will meet the ceiling. This way your “swoops” are all pre-measured so they look right when hung and save time when hanging. Then all that’s needed is to hook the free ends of the pole or dowel to the rods in the ceiling. And using zip ties works great!
- Every group takes a different amount of time to do this. It depends on how prepared you are and how serious you are. Average time is 2 to 4 hours for basic ceiling drapery. Intensive canopies can be 5 to 8 hours.
- Please refer to our facility floor plan for height measurements. We can arrange a planning meeting for you if additional measurements are needed.
- Window ledges in the Dairy Barn and divider ledges in the Hay Barn may have decorations placed upon them.
- Any electrical cords run across the floor need to be covered to prevent injury or hazard. **Cords may not be taped to the floor.** Please ask on-site staff for cord covers, we have many cord covers.



- All electrical outlets are along the base of the facility — not up in the ceiling or rafters near the metal tracks and iron bars.

Facility Lighting

- The lobby chandelier is the only light in the facility on a dimmer.
- The lighting in the Hay Barn and Dairy Barn are NOT on dimmers.
- Most of the lighting however is on staggered switches so you can adjust your lighting levels.
- In the Hay Barn the track lighting is set separate from the large halogen lights. You can choose to have all of them on or one or the other. Even within the track lighting and large halogen lights there are a few different options on how many lights you can have on.
- The Hay Barn also offers battery operated LED candles in sconces. Please ask the staff during set-up to turn these on before the guests arrive if you'd like them on. The light given off from these LED candles is a very low warm glow.
- The Dairy Barn lighting offers three levels of staggered lighting, **but you are unable to turn one end of the barn light's off and keep the other end on. There will always be 5 safety / emergency lights remaining on at all times. These lights cannot be shut off and cannot be controlled by the light switches.**

Yard Games

- Yard games can be permitted if approved in advance. Please email a list of the yard games you would like to have at your event to our office for review at least one month in advance of your event. The sooner always the better though before you get too far into your planning and purchasing.
- We will not approve any games that require staking into our lawn such as croquet, horseshoes or lawn darts.
- We will not approve any games involving mess creating items such as eggs, water balloons, etc.
- Games most often approved include lawn bowling, bean bag toss, corn hole, washers, ladder ball, 3 legged races, Frisbee, golf, miniature golf, badminton and Jenga.
- The grass lawn in front of the gazebo is the best location for yard games. The grass pasture area out front of the barn is uneven and not maintained other than weekly mowing. **Please do not use any chalk to outline games or for kids to draw with. Chalk usage may result in an additional fee for clean-up.**