

Terms and Conditions: Decorator Policy

- Pins, nails, thumbtacks or screws are not permitted to be used. The only tape that is allowed is painters tape. Nothing that will leave a permanent mark or damage, to our walls or doors.
- All decor items must be picked up at the end of the event they were brought in for
- Any items not picked up at the end of the event will be moved to our loading dock that night
- The Ottawa Conference and Event Centre is not responsible for any damages or losses to any items that are not immediately picked up
- Any napkins that do not belong to the Conference Centre must be folded and placed at each place setting by the decorator and not the Conference Centre staff
- All napkins and napkin rings that belong to the decorator must be picked up by the decorator immediately following the event
- All linens must be delivered 48 hours in advance of the event
- All chair covers are the responsibility of the decorator; they must be put on the chairs by decorator and removed immediately at the time the event ends by the decorator
- All ceiling decor set up timing must be pre-arranged with Conference Centre
- All ceiling decor must be taken down within 3 hours after an event
- The Conference Centre scissor lift can only be used by licensed operators, provided by the decorator (see ancillary list for pricing)
- A licensed operator must carry valid certification
- Arrangements to rent the scissor lift must be pre-arranged through the conference centre, with a minimum of 72 hours
- Any damages to the scissor lift or the facility will be charged directly to the decorator
- Only non-flammable decor may be attached to our ceiling. No vinyl blends are permitted
- The ceiling, walls and centre must be left in the exact condition as it was found before any decor was attached. Any wire, twine, clips or other instruments that were placed on the ceiling must be removed and all ceiling tiles must be put back in place if they were moved