



Historic Burgaw Train Depot

Decorating Guidelines

115 S Dickerson St

Town of Burgaw, NC
109 North Walker Street
Burgaw, NC 28425
(910) 300-6401
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The Burgaw Depot is a historic building. In order to ensure the continued protection of the building, strict adherence to the decorating guidelines is required. The lessee must supply labor for transport, set-up, and removal of items other than those supplied by the Historic Burgaw Train Depot.

General Guidelines:

- No Command hooks, tape, staples, or nails may be used to attach decorations to any surface of the building.
- No space heaters.
- Banners, signs, balloons, etc. may be tied or hung from the posts or beams.
- If plants or flower arrangements are placed on any interior wood surface, a clear plastic saucer or plate must be used to protect the wood.
- Birdseed is permitted outside only.
- Use of silly string, rice, or confetti is strictly prohibited on Depot premises (inside and outside the facility).
- Sparklers are not allowed because of fire and residue.
- Any items attached to light fixtures, door knobs, etc. should be tied with a ribbon, pipe cleaners, or some similar soft material that will not scratch the finish.
- Decorating is the sole responsibility of the lessee and the Town of Burgaw is not responsible for any damage or theft of decorations.
- Candles
 - Any candles used on any table must be placed on a glass or mirror tile.
 - Votives (in glass or metal holder) and tapers or columns (both in holders and surrounded by a hurricane globe) are permitted. Candles MUST be lower than holder or hurricane globe.
 - All "floating candles" must be placed on glass or mirrored tiles.
 - No luminaries.

Please be aware that the building may be decorated by the Town during holidays and such decorations (Christmas tree, ribbon, etc.) shall not be rearranged or removed during your reservation.

If you need the banquet room the day before an event for decorating purposes, you may be granted access if the facility is not rented. The rate is \$40 per hour. All fees must be paid in advance. To guarantee availability the day before the event, a two-day rental is required.