

Stadium View

Banquet Hall & Conference Center

1963 Holmgren Way • Green Bay, WI 54304 • Phone: (920)884-3159 • Fax: (920)884-7985
Email: banquets@theStadiumView.com • Website: www.theStadiumView.com

Decorating Tips & Policies

1. Candles: In accordance with the Fire Code, the top of the flame of a candle must be at least 1 INCH BELOW GLASS LEVEL. No votives and no open flames allowed.
2. Balloon bouquets must be anchored. No free floating balloons.
3. Any decorations from the ceiling must be done by a licensed decorator to comply with insurance liabilities and ensure proper equipment.
4. No confetti, rice, sprinkles, glitter, blowing bubbles or other similar products.
5. Engager is responsible for packaging and removal of cake, cake parts, decorations, centerpieces and gifts the night of your wedding.
6. No tacks or nails allowed. You may use tape and safety pins.
7. There is no decorating the night before your wedding. You may arrive to start decorating at 9:30 a.m. the morning of your reception. Head table, cake table and gift tables will be ready at this time. Stadium View can not guarantee completion of your guest table setup until noon the day of your reception.
8. Guest tables seat 8 people.
9. Linen service includes white tablecloths, napkins and skirting. Different colors are available upon request and need to be ordered at least 3 weeks prior to your event. Head table, gift table, cake table and display tables are clothed and skirted.
10. Your DJ or Band may set up after 1 p.m. unless otherwise told by banquet management. Your cake may arrive for set up after 10 a.m.
11. In accordance with the Health Code, food that is to be served by licensed restaurants must be obtained from licensed food processing facilities that comply to all laws relating to food and food labeling. Any home made or non-licensed parties preparing cakes cannot be served by Stadium View staff.
12. Engager is responsible for decorating the hall and placement of centerpieces. Stadium View staff will place the favors on the tables.
13. Please limit the size and number of decorations at each table. Remember, we must have room to place the food.