



Plant Parlor



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INTRODUCTION



About the Parlor

The Plant Parlor is a unique venue tailored for plant enthusiasts, much like its passionate owner. Nestled in the heart of Pittston, this verdant haven came to life in the spring of 2019. Born from a deep-rooted love for plants and a commitment to education, The Plant Parlor quickly blossomed into one of Pittston's most cherished venues. With its origins steeped in the desire to bring the beauty of the outside world inside, it has become the go-to destination for those seeking a minimalist haven adorned with lush plants and foliage.

Unique Features

- o Capacity of 100+ outdoors
- o Capacity of 50 indoors
- o Minimalistic Style
- o Grassy Courtyard
- o Natural Brick Walls
- o Mural Backdrop
- o Abundance of Plants



Contact Information

Address: 135 N. Main St, Pittston, PA 18640

Phone: 570-589-4486

Email: mverdine8@gmail.com

Website: www.thegirlwhoplayedwithplants.com

VENUE LOGISTICS

Parking Options

Parking is available in the following locations:

- **Parking A:** Parking lot off of N. Main Street
- **Parking B:** Parking on N. Main Street
- **Parking C:** Parking on Mill Street
- **Parking D:** Parking lot across from ABC Kiddie Kampus



Entry & Keypad

To ensure a secure environment, we utilize a keypad entry system for access to the venue. A unique code will be sent to you, and we ask that you do not share your access code with unauthorized individuals. Follow these steps for both entering and locking the keypad:

Entering:

- Keypad is located on the main entrance.
- Press PIN CODE #
- You will hear an initial beep, the door will unlock, then you will see a green light and hear a final beep.

Locking (When leaving):

- Press # and hold 2 seconds.
- You will hear an initial beep, the door will lock, then you will see a red light and hear a final beep.

Securing Doors

Before leaving the venue, please make sure to manually lock side and back doors apart from the main entrance.

Here's how to do it:

- Go to each door that is not the main entrance.
- Ensure it is fully closed.
- Turn the lock to secure the door.
- Give the door a gentle pull to ensure it's properly latched.

LIGHTING & CLIMATE

Front Entrance

- **Switch A:** Exterior overhead lighting.
- **Switch B:** Main indoor lighting. Dimmer Switch.
- **Switch C:** Wall sconces.

Side Entrance

- **Switch D:** Exterior sconces.
- **Switch E:** Chandelier lighting.

Bar Area

- **Switch F:** Bar lighting and the "time for a toasty toast" sign.
 - *Note: The sign has a delay when turning on.*
 - *Remote is available to adjust colors.*
- **Switch G:** Light inside the closet, located near bar.

Back Entrance

- **Switch H:** Exterior fan and light.
 - *Note: You will hear a beep and slight delay before the fan runs.*
 - *Remote is also available.*
 - **Power Button:** On/Off
 - **Light Bulb:** Light On/Off
 - **Arrows:** Fan On/Off
 - **1-6:** Controls Speed
- **Switch I:** Exterior patio recessed lights.

Bathroom

- **Switch J:** Bathroom fan.
- **Switch K:** Bathroom light.

String Lights

- **Remote Controlled**
 - **Power Button:** On/Off

Climate Control

- **Remote Controlled**
 - **Power Button:** On/Off
 - **Mode Button:** Controls heat (sun) and cooling (snowflake)
 - **Fan Button:** Select Auto
 - *Note: Both units must be on same setting, or you will receive an error message (E7)*

Remotes

- Remotes are located in the seagrass bin located on the refrigerator.

We kindly request that all guests ensure all lights, fans, and climate control units are turned off before leaving the venue and all remotes are returned to the designated area.

AMENITIES



Indoor Furniture

- Couches
- 36 White Metal Chairs
- 6 Mid-Century Modern Wooden Chairs
- 8 Bar Stools
- 8 Rectangular Wooden Tables
 - 60" D x 60" L x 35" W x 30" H



Outdoor Furniture

- 4 Black Metal High-Top Tables
- 1 Wooden High-Top Table
- 1 Wooden Standard Table
- 4 Black Chairs
- 4 Wooden High-Top Stools
- 3 White Resin Loungers
- 2 Black Winged Chairs



Outdoor Spaces

- Grassy Alley
- Grassy Courtyard
- Covered Patio
- String Lights
- Wall Mural
- Exposed Brick

Bluetooth Speaker

The power for the Bluetooth Speaker is located in the closet near the bar area. Speakers are located inside and outside of the venue.

To connect to the Bluetooth Speaker:

- Turn power switch on.
- Push Mode button.
- Go to setting on your phone and connect to RCS350-6.
- The Master volume dial is labeled.

We kindly request that all guests ensure Bluetooth Speaker is turned off before leaving the venue.

SET UP & CLEAN UP

Decorations

All items brought in by the client for decorating or celebrating must be cleaned and packed out by the Client at the end of the event. This includes, but is not limited to:

Allowed:

- Removable, non-damaging adhesive tapes
 - (e.g., painter's tape, blue painter's tape).
- Command strips or hooks for lightweight items
- Non-drip candles in enclosed holders
- Fresh or artificial flower arrangements
- Balloons
- Freestanding, non-permanent signage

The following items are prohibited:

- Candles, open flames, or any other fire-producing decorations
- Confetti, glitter, or similar materials that can be difficult to clean up
- Duct tape, masking tape, or any adhesive likely to leave residue
- Nails, screws, staples
 - (any other items that may cause damage to surfaces)
- No Permanent Alterations

Furniture Arrangement

Please note that guests are not permitted to move any furniture within the venue without prior authorization. This policy is in place to ensure both the safety of our guests and the integrity of our furnishings. If there is a specific need to rearrange furniture for your event, please contact our events team in advance so that we can make the necessary arrangements.

Smoking Policy

Smoking is not allowed inside the Plant Parlor or in partially enclosed patio areas. Smoking is only permitted in open exterior spaces, and all smoking-related materials must be disposed of properly.

In the event that evidence of smoking is found in non-designated areas, a non-compliance fee will be charged.

SET UP & CLEAN UP

Cleaning Procedures

We kindly request that guests leave the space exactly as they found it upon arrival. If, for any reason, a client identifies an issue or damage upon their arrival, we ask them to promptly contact Marlene to disclose this information.

To ensure a seamless transition after your event, please follow these cleanup procedures:

- Take down all decorations.
- Properly bag and dispose of any trash generated during the event.
- Ensure that no personal items are left behind.
- Leave the venue in the same condition as it was provided. This includes sweeping and wiping up areas.
- Conduct a final walkthrough to check for any damages or excessive wear and report them to venue management.

Failure to complete these cleanup procedures may result in additional fees.

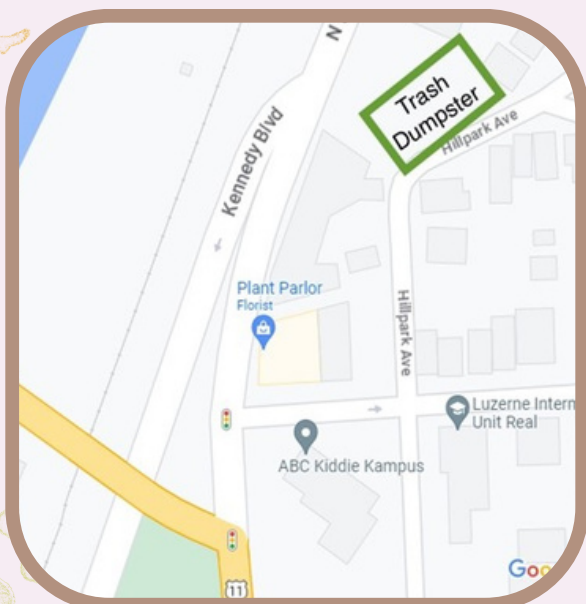
Supplies

Cleaning Supplies are located in the closet area next to the bar area. Additional cleaning and paper supplies may be in the cabinet under the sink. Please be sure to return all cleaning supplies to their designated location after use.

- Leaf Blower and Charger are located in the closet.

Garbage Disposal Area

Garbage bags can be located under the sink. Guests can dispose of the trash in the dumpster located in **Parking Area A** off of North Main Street.



CATERING & FOOD

Catering

We do not provide in-house catering services. However, we'd be happy to recommend trusted local catering companies upon request. Guests are welcome to bring in external catering services. Please ensure that any external caterers are properly licensed and insured.

Kitchen Facilities

While the venue does not have on-site kitchen facilities available for use by caterers, we do provide the following amenities to assist with catering services:

- A standard refrigerator.
- A sink is provided for basic food preparation and clean-up needs.
- A designated setup is available to assist with final food preparations.

Please note that any catering services must be prepared off-site and brought to the venue for service. We recommend ensuring that your chosen caterer is equipped to handle off-site catering arrangements.

Bar Services

We do not offer in-house bar services. However, we do have a BYOB (Bring Your Own Beverage) policy in place. Guests are welcome to bring their own alcoholic beverages to the event. Please refer to the BYOB policy section for further details on guidelines and restrictions.

BYOB Policy

As per our BYOB (Bring Your Own Beverage) policy, guests are permitted to bring their own alcoholic beverages to the event. To ensure a safe and enjoyable experience for all attendees, please adhere to the following:

- All alcoholic beverages must be brought in unopened, sealed containers.
- Guests are responsible for the consumption of their own beverages.
- Only individuals of legal drinking age are allowed to consume alcohol.

Guests are responsible for providing all necessary items, including:

- Glassware for serving beverages.
- Corkscrew and bottle openers.
- Alcoholic and Nonalcoholic beverages.
- Ice for chilling beverages.
- K- Cups for coffee.

SAFETY

Emergency Exits

In the event of an emergency, it's crucial to know where the emergency exits are located. Please familiarize yourself with the following exit points:

- **Main Exit:** Located at the front of the building.
- **Secondary Exit:** Located at the side of the building.
- **Additional Exits:** Located at the back of the building.

First Aid

For minor medical needs, a first aid kit is available at the following location:

- Bathroom cabinet

If you require medical assistance beyond the scope of basic first aid, call 911.

FEEDBACK

Providing Feedback

We value your feedback and strive to continuously improve our services. To share your thoughts about your event, please follow these steps:

- Feel free to communicate about your experience at mverdine8@gmail.com.
- Complete the feedback form we provide via email for your convenience.
- Leave a review on our [Facebook Page](#).



CLOSING LIST

1. Remove Decorations:

- Gather personal decorations (e.g., centerpieces, banners).
- Pack and take them with you.

2. Dispose of Trash:

- Bag and properly dispose of any generated trash.
- Dispose of trash in the dumpster.

3. Tidy up:

- Empty refrigerator
- Empty Ice
- Sweep
- Vacuum
- Wipe tables
- Leave the venue clean and organized.
- Return cleaning supplies to the designated area.

4. Check for Personal Items:

- Ensure nothing is left behind.
- Don't forget the belongings of guests and organizers.

5. Report Damages:

- Walkthrough and report any damages or excessive wear.

6. Turn Off Lights, Fans, Climate Control, & Bluetooth:

- Turn off outdoor string lights.
- Turn off outdoor recessed lights.
- Turn off the outdoor fan.
- Turn off the bathroom light.
- Turn off the bathroom fan.
- Turn off bar lights.
- Turn off the closet light.
- Turn off the main lights.
- Turn off the climate control units.
- Turn off the Bluetooth Speaker.

7. Lock All Doors:

- Manually lock the back door.
- Manually lock the side door.
- Use the keypad to lock the main entrance.

Thank you for helping us maintain a welcoming environment!