PICO

RESTAURANT CANDLE & TABLE LIGHTING SAFETY CHECKLIST

For Restaurant Service, Banquets, Weddings, Holiday Events & Hospitality Ambiance

Use this checklist before restaurant service, banquets, weddings, holiday events and other hospitality applications involving tabletop candles or real-flame ambiance.

Always follow the manufacturer's instructions for the specific candle, fuel cell and holder being used, along with venue policies and applicable local fire requirements.

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LEOLIGHT™

1. BEFORE THE EVENT OR SERVICE

Review the Application

☐ Confirm that real-flame candles are appropriate for the space and application

☐ Confirm that open flames are permitted by the venue

☐ Review applicable local fire and safety requirements

☐ Determine whether a flameless LED option would be more appropriate in any area

☐ Confirm the expected length of service or event

☐ Select a candle burn time appropriate for the required service period

Prepare Staff

☐ Confirm which employees are responsible for setup

☐ Confirm who will light the candles

☐ Confirm who will monitor them during service

☐ Confirm who is responsible for replacement if required

☐ Confirm who will extinguish candles at the end of service

☐ Make sure staff understand the manufacturer's instructions for the products being used

2. CANDLE AND HOLDER INSPECTION

Before placing candles on tables:

- ☐ Confirm the correct candle is being used
- ☐ Confirm the correct compatible holder is being used
- ☐ Inspect candles for visible damage
- ☐ Inspect holders for cracks, chips or other damage
- ☐ Confirm holders sit securely and do not wobble
- ☐ Remove damaged holders or products from service
- ☐ Confirm reusable holders are clean and ready for use

3. TABLE SETUP

Position Candles Carefully

- ☐ Place candles on stable, level surfaces
- ☐ Position candles where guests are unlikely to accidentally knock or move them
- ☐ Keep candles away from areas where servers frequently place or remove dishes
- ☐ Make sure candle placement does not interfere with menus, glassware or dinnerware
- ☐ Check that guests can comfortably see and speak with one another across the table
- ☐ Make sure children or other guests cannot easily access the flame where this may create concern

Review Surrounding Materials

- ☐ Keep flames away from combustible materials
- ☐ Check the position of napkins
- ☐ Check paper menus and place cards
- ☐ Review table linens
- ☐ Review flowers and centrepieces
- ☐ Check ribbons, paper décor and event signage
- ☐ Make sure decorative materials cannot easily shift toward the flame during service

4. HOLIDAY AND SPECIAL EVENT SETUP

Holiday décor can introduce additional materials around tabletop lighting. Before lighting candles:

- ☐ Review greenery and seasonal foliage
- ☐ Check wreaths, branches and floral arrangements
- ☐ Review ribbons and gift-style decorations
- ☐ Check paper decorations

- ☐ Confirm centrepieces provide appropriate candle placement
- ☐ Review the complete finished table rather than candle placement in isolation
- ☐ Use a flameless alternative where appropriate placement for a real flame cannot be maintained

5. LIGHTING

Before lighting:

- ☐ Complete the full table setup first
- ☐ Confirm the candle and holder are correctly positioned
- ☐ Confirm surrounding materials have not shifted
- ☐ Follow the manufacturer's lighting instructions
- ☐ Use the approved lighting method for the specific product
- ☐ Avoid moving the candle unnecessarily once it is lit
- ☐ Confirm the flame appears normal before moving to the next table

6. ACTIVE SERVICE

Tabletop candles should remain part of normal dining-room observation throughout service. Staff should watch for:

- ☐ Candles being moved by guests
- ☐ Menus, napkins or personal items being placed near the flame
- ☐ Centrepieces or decorations shifting
- ☐ Holder damage
- ☐ Tables becoming overcrowded as food and drinks arrive
- ☐ Candles approaching the end of their usable period
- ☐ Unexpected flame behaviour
- ☐ Changes to the table setup that affect safe candle placement

If a concern is identified, follow the venue's established procedure and the manufacturer's instructions.

7. CANDLE REPLACEMENT

If replacement may be required during service:

- ☐ Keep replacement candles or fuel cells in an appropriate staff-access area
- ☐ Confirm staff know when replacement is required
- ☐ Follow the manufacturer's instructions before removing the existing product
- ☐ Extinguish the flame using the approved method
- ☐ Allow components to cool where required before handling
- ☐ Avoid placing recently used components with unused stock

- ☐ Install the replacement candle correctly
- ☐ Recheck the complete table setup before relighting

Reduce Mid-Service Replacements

Before service, consider:

- ☐ Does the candle have enough remaining burn time for the upcoming service?
- ☐ Can replacement be completed during setup instead of while guests are dining?
- ☐ Is the selected burn time appropriate for the event duration?

8. OUTDOOR USE

For patios and outdoor events:

- ☐ Confirm the product is appropriate for the intended outdoor application
- ☐ Review wind conditions
- ☐ Review weather conditions
- ☐ Confirm tables and holders are stable
- ☐ Check for nearby decorative or combustible materials
- ☐ Consider increased guest and staff movement
- ☐ Follow all manufacturer, venue and local requirements
- ☐ Reassess real-flame use if conditions change

9. LARGE EVENTS AND BANQUETS

When using candles across many tables:

- ☐ Calculate the total number of candles required
- ☐ Confirm the number of candles per table
- ☐ Prepare appropriate backup inventory
- ☐ Assign responsibility for each event area
- ☐ Establish a consistent setup standard
- ☐ Confirm lighting procedures before guests arrive
- ☐ Plan for replacements if required
- ☐ Assign staff to monitor the room during service
- ☐ Establish a coordinated shutdown procedure
- ☐ Include private rooms, lounges and other secondary spaces in the final check

10. EXTINGUISHING AND SHUTDOWN

At the end of service:

- ☐ Extinguish candles according to manufacturer instructions
- ☐ Confirm every flame is completely out
- ☐ Avoid unnecessary handling immediately after extinguishing
- ☐ Allow candle holders or other components to cool where required
- ☐ Collect used products according to venue procedure
- ☐ Separate damaged products or holders
- ☐ Clean reusable holders as required

11. FINAL ROOM CHECK

Before staff leave the area:

- ☐ Check every dining table
- ☐ Check bars and lounge tables
- ☐ Check private dining rooms
- ☐ Check banquet or event spaces
- ☐ Check patios or outdoor areas
- ☐ Confirm no candles remain lit
- ☐ Confirm recently used products have been handled appropriately
- ☐ Confirm replacement stock has been returned to its designated location

12. STORAGE

After service:

- ☐ Store unused candles and fuel cells according to manufacturer instructions
- ☐ Keep supplies organized by product type
- ☐ Keep replacement products in an appropriate staff-access area
- ☐ Avoid mixing damaged products with usable inventory
- ☐ Store compatible holders and candle products together where practical
- ☐ Follow manufacturer guidance regarding partially used products, reuse and relighting

QUICK STAFF REMINDER

INSPECT → SET UP → LIGHT → MONITOR → REPLACE IF NEEDED → EXTINGUISH → CHECK → STORE

Never assume that one candle product has the same handling requirements as another.

Always follow:

- ✓ Manufacturer Instructions
- ✓ Venue Policies
- ✓ Applicable Local Fire Requirements

Need Help Choosing the Right Table Lighting?

PICO Hospitality's LeoLight™ ambiance collection includes wax candles, LiquidLight™ fuel cells, LED lighting solutions and candle holders for restaurant, hotel and event applications.

Scan to visit
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1.800.267.6428 | 416.901.6544 | teampico@picohospitality.com

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