

FIRST PRESBYTERIAN CHURCH WEDDING POLICIES ADDENDUM

FLOWERS AND FLORISTS

Each couple is responsible for making the arrangements for delivery, set-up and break down of flowers and décor. Vendor contact information must be provided to the Wedding Coordinator. The Chapel and Sanctuary are rooms for worship and décor should be a reflection of that.

Chancel: For any décor beyond two freestanding floral arrangements, a plan from the florist must be submitted to the Wedding Coordinator for her approval and that of an FPC pastor.

No additional lighting may be used. No flower arrangements are allowed on the communion table nor are there to be any obstructions of the view of the cross on the communion table. No decorations are allowed on the Pulpit, Lectern, Chancel railing or pews. All candles used in the Chancel must be in votives.

Sanctuary Floor: Décor is limited to pew decorations that can be secured with non-scratch clips or ribbons. Dropping artificial rose petals in the center aisle is allowed.

No floral or swag arrangements will be allowed to block any entry to either end of the pews on the Sanctuary floor. No standing decorations or candelabras (free-standing or affixed to pews) are allowed on the floor of the Sanctuary. All flower arrangements must be watertight. Artificial rose petals may be used in the building (i.e. flower girls).

Narthex and Outdoors: Only candles in votives are allowed in the narthex. Natural rose petals or bubbles may be used outside for the couple's exit (no rice, birdseed). A plan for greenery or arrangements in narthex or outside must be submitted to and approved by the Wedding Coordinator.

Following the wedding all flowers, greenery, bows, etc. MUST be removed by the florist or the wedding party within 2 hours of the end of the ceremony. Please note, FPC is not liable for any floral arrangements or floral containers left behind or damaged. If you desire to donate the wedding flowers for the following morning's worship service, or for placement in another area of the church, contact the wedding coordinator. FPC is not liable for any floral arrangements or floral containers left behind or damaged. For that reason, we require scheduling break-down within two hours after the conclusion of the ceremony.

I have read the above rules and agree to abide by these rules and ALL instructions given by the First Presbyterian Church's Wedding Coordinator.

Signature

Date

Printed or Typed Name/Company

Telephone Number

Address, City, State Zip

Email Address

Bride & Groom Names

Wedding Date

Please complete this form and return via: mail to Attn: Weddings, FPC Houston, 5300 Main Street, Houston, TX 77004; fax to 713-620-6550; or email to amorris@fpchouston.org.