

Westlake Hills Presbyterian Church Wedding Florist Agreement

Please return this signed agreement to the church Wedding Coordinator at least 2 weeks prior to the wedding date. We look forward to working with you.

Bride/Groom Name _____

Wedding Date/Time _____

Florist/Company Name _____

Contact Name _____

Address _____

Phone # _____ Email _____

Planned Set Up Time _____ Planned Break Down Time _____

We are proud of our beautiful sanctuary and chapel, and we believe that simplicity in decorations is in harmony with the spirit of a worship service. Accordingly, the wedding couple and florist are asked to follow the WHPC Wedding Floral and Decoration policies.

1. The Floral Agreement form is to be completed, signed by the Florist, and returned to the church office (Attn: Wedding Coordinator Team) at least 2 weeks before the ceremony.
2. The decoration plan for the sanctuary or the chapel is to be approved by the Wedding Coordinator Team.
3. The communion table may not be removed from the chancel area of the sanctuary or the front of the chapel. The communion table is to be left free of any decorations or floral arrangements. Communion elements (one chalice and one plate with bread) will be provided by the church and placed on the communion table during wedding ceremonies.
4. Decorations should be completed 1 hour before the ceremony. The Wedding Coordinator Team will work with the Florist to determine a time to decorate, but no sooner than 3 hours before the ceremony start time.
5. The Florist should make arrangements to remove all decorations/equipment promptly following the ceremony and nothing is to be left overnight unless... (See #6).
6. If the wedding couple wishes to share the joy of their marriage by leaving their floral arrangement(s) for Sunday worship services, please let the Wedding Coordinator Team know at least 2 weeks before the wedding so an acknowledgement can be placed in the Sunday worship bulletin.

7. The church will gladly provide a limited number of oil-burning candles with iron candleholders or wooden pedestals for use in weddings. If additional candles are used, they should be non-drip candles only, with protective covering placed beneath them. Candles cannot be placed along the sanctuary aisles, on the chancel steps, or directly on the slate floor. In the chapel, candles cannot be placed in the aisles or directly on the wooden floor. The wedding couple is responsible for cleaning and repair fees caused by candle drippings or accidents that may occur.
8. The church can arrange for a wooden pedestal with protective covering for a unity candle set. The wedding couple should supply the candles and holders.
9. Care should be taken to ensure that decorations not mar the wood in the sanctuary or chapel. Please do not use nails, tacks, staples, tape, or other potentially harmful items in decorating. Protective covering should be used under all fresh floral arrangements, plants, candles, and any other decorations.
10. Wooden podiums and a kneeling bench are available for use in weddings.
11. Dried or silk flower petals may be spread or tossed in the aisles of the sanctuary or on the chancel, and also in the chapel. Live flower petals can cause damage and may not be used.
12. Only birdseed, bubbles or live flower petals may be used in the parking lot. Please wait to distribute these items to guests outside.
13. Decorations already in the church must be considered when planning wedding decorations. Seasonal decorations, such as at Easter and Christmas, will remain in place during weddings.

Your signature signifies that you, the Florist, understand and will abide by these policies set forth by Westlake Hills Presbyterian Church, 7127 Bee Cave Road, Austin, TX 78746, Phone 512.327.1116, Fax 512.328.4238.

Signed _____ Date _____