

**Floral & Decorations Guidelines**  
**Perkins Chapel**  
(Revised, July 2015)

**Guidelines for Weddings:**

Please note that neither the presiding clergy or members of the bridal party may supersede any of these policies. All furnishings and fixtures in the chapel are considered permanent and cannot be moved or removed. These include the cross, altar table, baptismal font, lectern, hymnals and Bibles, or any other books in the pew racks. User may place decorations in the lower Chancel area only, not the upper Choir area. User is allowed no more than two (2) candelabra and two (2) floral arrangements in the lower chancel area. Wooden plant stands with black marble inlaid tops and of two varying heights are provided for floral arrangements. A small floral arrangement may be placed in the narthex on the round wooden table. No flowers, candles, greenery or their supportive apparatus may be placed on or behind the altar, on the communion table, or in the choir loft. No tacks, pins, nails, staples, glue, tape or anything which might mar the woodwork, furnishings, walls or doors can be used to fasten any decoration to the furniture or building. Pew bows with modest greenery and/or flowers are allowed, but only when attached with protective hangers or tied with ribbons. Placement of all candles must be at least one foot from any woodwork or furniture, and special precautions must be taken to prevent candles from igniting adjacent foliage or paraments. With the sole exception of a Unity Pillar Candle and tapers on the designated chapel pedestals, no candles (hand-held, pew, etc.) are to be used in any way in the chapel. No flowers are to be placed on the candelabra. Aisle cloths/runners are not permitted in Perkins Chapel. A flower girl may drop flower petals down the center aisle, but aisle floors may not be decorated or lined with petals. A kneeler, if used, should be placed in the lower chancel area only and should hold no arches, greenery, candles or flowers. Perkins Chapel does not provide a kneeler or candelabra. User will be supplied with a list of pre-approved vendors from which they may select. Florists are required to use the north and south entrances to the building for all decorating and dismantling procedures. All decorations and properties must be removed from the chapel by the end of the assigned three (3) hour time period.

**FLORIST POLICY AGREEMENT:**

Company Name: \_\_\_\_\_ Contact Person \_\_\_\_\_

Address: \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

Name of the Bride you will be working for: \_\_\_\_\_

Date of her wedding: \_\_\_\_/\_\_\_\_/\_\_\_\_ Her 3 hour block of time (example: 9am-12pm) \_\_\_\_\_

**I have read the Perkins Chapel Photography Policy above and agree to abide by these guidelines. I understand that if I violate these rules and regulations, I will not be allowed future professional privileges at Perkins Chapel.**

\_\_\_\_\_, Date \_\_\_\_\_ Signature of Florist