

# Guidelines for Flowers and Decorations

This form is due two weeks prior to the ceremony, signed by the couple *and* the florist/decorator (if applicable). Please make a copy for your records and for the florist/decorator. ***Without this form on file at the church, no decorations will be allowed.***

1. Do not move church furnishings other than the communion table (which may be moved forward or back) or the altar candles and stands (which may be removed).
2. No tacks, pins, nails, screws, staples, tape, or glue may be used to fasten decorations to furniture or walls. Any pew decorations should be attached with pew clips, ribbon, or rubber bands.
3. Setup/take-down:
  - a. The total allotted time for the ceremony is 4 hours, beginning 2 hours before the stated start time. Additional time may be purchased at \$45/hour (\$30/hour for the church and \$15/hour for the custodian). Additional time must be arranged no less than 1 month before the ceremony (or 3 months if a holiday weekend).
  - b. All decorations (other than disposable pew décor) and equipment must be removed within the reserved time. There is a minimum fee of \$50 for any additional disposal/clean-up. CPC is not liable for any equipment left in the church.
4. Candles:
  - a. Any candelabra must have ample florist cellophane underneath them. CPC does not rent candelabra. We prefer spring-loaded candles, pegged votives or battery-operated candles.
  - b. Candles may only be placed in the chancel (in the front of the sanctuary, up the steps), not on pews.
  - c. CPC owns two tall candles and stands and a unity candle set.
5. No flowers may be placed on or in front of the communion table, the pulpit, baptismal font, or lectern.
6. Nothing is allowed on the communion table other than a Bible and/or a unity candle set.
7. Smoking is not allowed in the church at any time.
8. No food or drinks other than bottled water are allowed in the sanctuary.
9. Aisle cloths are not allowed.
10. Nothing may be dropped or thrown inside the building, and only flower petals may be used outside the building.
11. The couple is liable for any damage to the building or furniture.

I have read and will abide by these guidelines:

## Couple:

_____ Printed name	_____ Signature	_____ Date
_____ Printed name	_____ Signature	_____ Date

## Florist / decorator:

_____ Business name	_____ Signature	_____ Date
_____ Contact name	_____ Phone number	_____ Email address

## Additional florist/decorator, if applicable:

_____ Business name	_____ Signature	_____ Date
_____ Contact name	_____ Phone number	_____ Email address