



ROBERT CARR CHAPEL
AT TEXAS CHRISTIAN UNIVERSITY

Floral & Décor Contract

This contract is for anyone (professional or nonprofessional) decorating at RCC. This contract is to be initialed & signed by the person doing the work; not the bride, groom, or other representative. Please initial next to each statement, stating that you & your company (if applicable) agree to follow chapel policies pertaining to decor.

Chapel Policies:

- _____ Florists/vendors have access to the chapel for the time frame stated in the chapel contract. The timeframes are strictly followed. If you do not know your wedding party's time frame, please contact our office.
- _____ **Set-up must be completed 30 minutes prior to the beginning of ceremony start time.**
- _____ All furnishings & fixtures are considered permanent & may not be moved. These items include, but are not limited to the cross, communion table, piano, narthex tables, kneeler, pew cushions, hymnals, lectern, pulpit, organ, altar chairs.
- _____ Nothing may be placed on the organ or piano, draped, hung, or leaned upon the cross. Arrangements cannot interfere with the movement of the bridal party, guests, & the musician's sightline.
- _____ Floral arrangements, decorations, ribbons, & ropes cannot block access to or from the aisle, pews, & doors at ANY time. All doors that separate the narthex & sanctuary must remain open as guests are entering & exiting the chapel per fire safety code.
- _____ Flower arrangements may be hung on the lanterns outside of the chapel or on the coat hangers inside the narthex. However, nothing can be hung, or placed on the inside or outside chapel doors.
- _____ Floral arrangements & candles may be placed in the window sills, if a protective base is used. All candles must have a protective base. Candles may not be used in the aisles, unless battery operated. No glass containers allowed in aisles. Candles may not have ribbons or any other flammable material tied around them. Chapel staff reserves the right to limit excess candle use at staff discretion.
- _____ The chapel does not provide any decorations, candles, candle holders, communion materials, stands/columns for floral arrangements, or storage for décor.
- _____ No décor may be affixed to any chapel furniture or walls by nails, tape, putty, tacks, pins, glue, or 3M products. No runners or carpets may be used in the aisles. No glitter or balloons allowed in the chapel.
- _____ No pew hangers allowed. If pew décor is desired, we recommend using tool or ribbon to tie on. The backs of the pews will keep décor from sliding down.
- _____ No rice or confetti can be thrown within or around the chapel, but birdseed or biodegradable flower petals may be thrown outside.
- _____ **Wedding party or florist is responsible for picking up ALL chapel décor**, including all materials thrown inside & outside; no clean up materials provided. All décor must be removed by the end of the time frame. **The chapel & surrounding areas must look as it did when you arrived; otherwise the security deposit is forfeited!** RCC is not responsible for any belongings left behind.

Business Name: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Website: _____ Wedding Party: _____

Date of Wedding: _____ Time Frame: _____

By signing this contract, I understand that I may not supersede chapel policies, accept responsibility for my organization, agree to abide by regulations, & realize that **breaking policies will result in not being welcomed back to the chapel**. Any damages or excess housekeeping charges will be billed to the person reserving the space. Submit form to robertcarrchapel@tcu.edu, fax 817-257-7304, or bring to the RCC Office in Jarvis Hall. Agreements must be on file 30 days before any event in RCC. Contact Kayli Burnett at robertcarrchapel@tcu.edu or 817-257-7831 for questions.

Signature _____ Date: _____