



## 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 and your company (if applicable) agree to follow chapel policies pertaining to decor.**

### TIME

- \_\_\_\_\_ **Set-up must be completed 30 minutes prior to the beginning of ceremony start time.**
- \_\_\_\_\_ Florists/vendors have access to the chapel for the time frame stated in the chapel contract. The timeframes are strictly followed. Florists are responsible to confirm the reservation time frame with the bridal party.
- \_\_\_\_\_ All furnishings & fixtures are considered permanent & may not be moved without chapel staff permission. These items include, but are not limited to, the cross, communion table, piano, narthex tables, kneeler, pew cushions, hymnals, lectern, pulpit, organ, or chancel chairs.

### SAFETY/ACCESS

- \_\_\_\_\_ Arrangements cannot interfere with the movement of the bridal party, guests, or the musician's sightline. Nothing may be placed on the organ, piano, or in the aisles.
- \_\_\_\_\_ Floral arrangements, decorations, ribbons, and ropes cannot block access to or from the aisle, pews, or doors at ANY time. All doors that separate the narthex & sanctuary must remain open as guests are entering and exiting the chapel per fire safety code.
- \_\_\_\_\_ Floral arrangements & candles may be placed in the window sills if a protective base is used. All candles must have a protective base on the communion table. No arrangements or candles may be used in the aisles. Candles cannot have ribbons or any other flammable material tied around them. Chapel staff reserves the right to limit excess candle use at staff discretion.

### DAMAGE PREVENTION

- \_\_\_\_\_ No décor may be affixed to chapel furniture or walls by nails, tape, putty, tacks, pins, glue, or 3M products. No runners or carpets may be used in the aisles, nor is glitter or balloons allowed in the chapel.
- \_\_\_\_\_ Pew hangers are not allowed. If pew décor is desired, we recommend using tulle or ribbon to tie it on. The backs of the pews will keep décor from sliding down.
- \_\_\_\_\_ Birdseed or biodegradable flower petals may be thrown outside; however, rice and confetti are not allowed. All thrown items must be cleaned prior to the end of the contracted time frame by bridal party or contracted vendors. Fresh and artificial petals are allowed to be tossed by the flower girls during a ceremony, but must be picked up after the ceremony.

### GENERAL

- \_\_\_\_\_ The chapel does not provide any decorations, candles, candle holders, communion materials, stands/columns for floral arrangements, or storage for décor. Nothing may be left overnight.
- \_\_\_\_\_ **The florist, wedding party, and outside coordinator (if applicable) are responsible for picking up ALL chapel décor including any materials thrown inside and/or outside of the chapel; no clean up materials provided. The florist agrees to discuss this responsibility with the outside coordinator and wedding party prior to the ceremony date. The chapel is not responsible for any belongings left behind. FAILURE TO DO SO WILL FORFEIT THE \$250 SECURITY DEPOSIT.**

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 this form to [robertcarrchapel@tcu.edu](mailto:robertcarrchapel@tcu.edu), or bring to the RCC Office in Jarvis Hall. Agreements must be on file 30 days before events in the chapel. Contact [robertcarrchapel@tcu.edu](mailto:robertcarrchapel@tcu.edu), or 817-257-7831 for questions.

Signature \_\_\_\_\_ Date: \_\_\_\_\_