

Immaculate Conception Florist Agreement Form

We are happy to welcome you to Immaculate Conception! Whether you have been providing floral arrangements and decorations to our church for many years, or this is your first engagement, please take the time to read the following guidelines so that you are fully aware of our policies.

- During special times of the liturgical year such as Advent, Christmas, Lent and Easter, the church will already be enhanced with seasonal arrangements and décor. These arrangements may not be moved, removed or altered in any way.*
- Our Wedding Coordinator can provide you with an explanation of seasonal colors and decorations to help you with your planning.*
- Artificial plants and flowers are not allowed in the church. This includes personal flowers such as bouquets and boutonnieres.*
- Aisle runners are not allowed.*
- Flower petals (real or artificial) may not be dropped in the aisle.*
- Delivery and set up of floral arrangements and décor may take place one hour prior to the scheduled wedding time.*
- Removal of all floral arrangements and decorations must take place immediately following the ceremony. The florist or a designated person is responsible for cleaning up any debris left behind by the arrangements or decorations (including flower petals, boxes, trash).*
- Floral arrangements must be positioned in such a way that they do not interfere with the movements of the priest, bridal party, or assembly during the ceremony or block the view of the altar in any way. The priest or Immaculate Conception Wedding Coordinator has final say over location of arrangements.*
- Pew decorations must be carefully attached using ribbon loops. The use of tape, wires, tacks or clamps are not allowed. There are 16 pews on each side of the church,*
- Candles and candelabras are not allowed, other than what is already in the sanctuary.*
- Ribbon or cloth may not be suspended from pew to pew as this inhibits the movement of guests during Communion and in the case of an emergency.*

Name of Bride: _____ Name of Groom: _____

Wedding Date: _____ Wedding Time: _____

Company Name: _____ Day of Coordinator Name: _____

Phone: _____ Email: _____

I have read and agree to comply with the policies outlined above.

Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO THE BRIDE OR GROOM LISTED ABOVE