

**POLICY FOR FLORISTS**

**The Presbyterian Church of Danville  
500 West Main Street, Danville, KY 40422**

**Phone: 859-236-6692**

**Fax: 859-236-6360**

**e-mail: church@presbydan.org**

NAME OF BRIDE AND GROOM \_\_\_\_\_

DATE OF WEDDING \_\_\_\_\_

NAME OF FLORIST \_\_\_\_\_

ADDRESS \_\_\_\_\_ City \_\_\_\_\_

PHONE # \_\_\_\_\_

Will there be rental equipment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, name of rental company \_\_\_\_\_

Address of rental company \_\_\_\_\_

Phone # of rental company \_\_\_\_\_

**PLEASE NOTE:**

1. **Proof of liability insurance is required in advance.**
2. Building will be open to florist up to 4 hours prior to the wedding.
3. Florists shall meet with the custodian upon arrival to prepare for the wedding.
4. No decorations may be attached to any church furniture or fixtures with tape, nails, or tacks.
5. All of the Florists' supplies and equipment and/or rental equipment must be removed from the building the day of the event.
6. Candles must be dripless.
7. Any group which does not provide proper care for the space or follow the general policies will be denied future use of the building.
8. Any damage to church property by the florist will be repaired by the church and billed to the florist.

I have read the policy stated above and agree to follow these provisions.

Florist \_\_\_\_\_ Date \_\_\_\_\_

(Please sign, date and return this form to the church office. Keep one copy for your personal file.)