

Park Cities Presbyterian Church

Florist Policy

We want your Park Cities Presbyterian Church wedding ceremony to be a meaningful and beautiful experience. This requires cooperation of all parties involved. Therefore, we are asking that you carefully read the policies below and sign the *Florist Policy Agreement* as an indication that you understand and will abide by them.

General Facilities

Church hours: The building will be open weekdays from 8:30 am to 5:00 pm. The building will be opened thirty minutes prior to the scheduled rehearsal time and three hours prior to the wedding ceremony.

Sexton (Custodian)

The church *sexton* is required to open and close the church building for the rehearsal and wedding ceremony, to move pulpit furniture as necessary and to assist with needs pertaining to our facilities. The *sexton* is not responsible for setting up or removing floral equipment.

Flowers and Decorations

Before the Sanctuary or Chapel may be decorated, arrangements need to be made with the PCPC Wedding Coordinator (including approval of the florist). Every effort should be made to preserve a worshipful atmosphere. The following procedures should be carefully followed:

- ❖ Decorations may not be placed on the piano, organ, banisters or Communion table...
- ❖ The Sanctuary and Chapel must be left clean after decorations are in place for the ceremony and following the ceremony. The florist is responsible for any clean up that needs to be done following their set-up before the ceremony begins. They are asked to leave the room “broom clean” following the ceremony.
- ❖ Furnishings may be moved only upon approval by the PCPC Wedding Coordinator and with the supervision of the *sexton*.
- ❖ The narthex may be furnished with flanking floral arrangements on the existing tables. Furnishings in the narthex are to remain.
- ❖ Pew bows are permitted, but must be attached with plastic clips. No tacks, nails or tape will be used on the pews. Please do not plan to use aisle runners for safety reasons.
- ❖ Park Cities Presbyterian Church owns a set of beautiful silver urns which may be used for weddings if approved by the PCPC Wedding Coordinator and not currently in use. The urns (set of 2) measure 9” height and 9” across. The florist must furnish a “non-returnable” liner for the use of our urns (liner specifics: paper mache #7J, or an 11” round, if arrangement is placed on a Lomey dish).
- ❖ Candles must be of spring-load type and dripless or battery-operated. They must be furnished and set up through an approved florist (see PCPC Wedding Coordinator).
- ❖ Candles may be allowed on the aisles if approved by the PCPC Wedding Coordinator at least 30 days before your wedding. For her to make an approval, you (or your florist) must bring one of the candles and the aisle attachment for her to see (or a representative full-length picture of one) before she can approve this. If approved, the candles must be “aisle candelabra with clamp attachment” that clamps on the pew, with foot pole close to the pew, not in the aisle. The candles themselves must be either of spring-load type, dripless (and not enclosed) or battery-operated (which may be enclosed). We do not permit “freestanding aisle

candelabra.” No tacks, nails, or tape will be used on pews. Candelabras are allowed on the stage area and/or upper Chancel area (where the choir members sit).

- ❖ The church owns a pair of silver candelabras (7 tiers on each candelabra) and a set of battery-operated tapers for these candelabras (spring-load type and dripless candles can also be used in these candelabras). Because the batteries for the tapers are only good for one use, there is a required fee for replenishing these batteries. Please see the PCPC Wedding Coordinator for fee information.
- ❖ The church owns a set of pillar, battery-operated candles. These candles measure 3.25 (d) by 8” (h). We do not currently own a candelabra(s) to host these candles; however, the bride may bring in her own candelabra to use with the pillar candles upon approval of the PCPC Wedding Coordinator.
- ❖ The church owns two candlelighter instruments which may be used for all weddings upon approval of the PCPC Wedding Coordinator. However, it is not the responsibility of Park Cities Presbyterian Church to light the candles. All details involved with the lighting of candles must be discussed and approved by the PCPC Wedding Coordinator.
- ❖ A unity candle, furnished by the florist, may be used in the ceremony. If used, both the bride and groom are asked to sign the *Florist Policy Agreement*, taking responsibility for use and movement of functioning candles. The two taper candles must be of spring-load type and dripless (and provided by an approved florist). A plastic sheet must be placed under the unity candle candelabra to accommodate the larger unity candle in the middle of the candelabra.
- ❖ The florist is responsible to tear down all floral equipment within one hour immediately following the service. The church is not responsible for any loss or damage of equipment belonging to the florist.
- ❖ The church will not be responsible for any containers left at the church beyond one hour after the actual wedding service. Any additional floral equipment expenses incurred by leaving floral arrangements beyond one hour following the bride’s wedding ceremony are not the responsibility of the church.
- ❖ For safety and legal reasons, we do not allow any substance (e.g., rice, birdseed, confetti, potpourri, rose petals,** sparklers or bubbles) to be thrown anywhere on PCPC property. We also do not allow any foreign substance (e.g., paint) to be added to our premises.
- ❖ It is understood that florists and their employees are prohibited from the use of tobacco or drugs of any kind, alcohol, foul language or discourteous actions on the premises of Park Cities Presbyterian Church. The only exception is that cigarette smoking is allowed in the parking lot. Violation of this regulation will automatically remove the florist from the list of approved florists.

**A flower girl may toss a small handful of white rose petals as she processes down the middle aisle in the Sanctuary.

Church Dimensions & Available Equipment

Sanctuary

- ❖ There are 4 columns of 26 pews, which comfortably seat 8 people to a pew. The Sanctuary will hold approximately 1300 people.
- ❖ The Communion table measures 60” in width and 32” in depth. You may place a runner on this table with the approval of the PCPC Wedding Coordinator (to use with or without the PCPC cross). You may also place a maximum of 8 PCPC pillar (battery-operated) candles on the communion table if your runner is sufficiently padded and meets with the approval of the PCPC Wedding Coordinator.

Available for you to use:

- ❖ Organ, piano, harpsichord, music stands, seating for the chancel choir (for availability of choir see Colin Howland).
- ❖ Silver cross, kneeling bench, 2 silver candelabras (to use with PCPC battery-operated tapers or spring-load type and dripless candles), 2 silver candlelighters, set of battery-operated pillar candles, 2 silver urns for flowers and 2 pairs of pedestals for flowers (pair of wooden and pair of acrylic tables, each measuring 12” square, 27” height from floor).
- ❖ 1 ivory rope is available to flank the back row.

Chapel

- ❖ There are 2 columns of 11 pews, which comfortably seat 5 people to a pew. The Chapel will hold approximately 125 people.

Available for you to use:

- ❖ Organ, piano, harpsichord, music stands
- ❖ 2 pairs of pedestals for flowers (wooden and acrylic, both measuring 12” square), 2 silver urns for flowers, 2 candlelighters (to use with PCPC battery-operated tapers), set of battery-operated pillar candles
- ❖ 1 white rope and 1 ivory rope is available to flank the back row

Policy regarding leaving flowers For Sunday morning worship service

In an effort to eliminate situations that would jeopardize the 501c(3) status of Park Cities Presbyterian Church, we need to insure that all wedding parties understand our position on the purchase and donation of wedding flowers to be used for our Sunday morning worship service.

- ❖ Members and non-members are required to pay the florist directly.
- ❖ Sunday morning donation of flowers to Park Cities Presbyterian Church must be scheduled and approved through the PCPC Wedding Coordinator. Upon request, a receipt will be sent to you from the Business Office of Park Cities Presbyterian Church acknowledging your gift. Your flowers will be displayed in the Sanctuary or church foyer (depending on availability) and will be noted in the Worship Service program as being from your wedding.
- ❖ The florist must arrange your wedding flowers in a non-returnable container or use the silver urns owned by Park Cities Presbyterian Church.

Park Cities Presbyterian Church Florist Policy Agreement

This agreement must be signed by the florist and the bride and returned to the PCPC Wedding Coordinator as soon as possible,** preferably during your first appointment with her.

This agreement, once signed by the bride (and the florist when necessary), will be considered binding for the wedding listed below and any and all weddings this florist is contracted to do at Park Cities Presbyterian Church. A new signature from the florist will be required *only* if/when any changes are made to the above PCPC Florist Policy.

**Please fill out and return, mail or fax this form (1 page) to the PCPC Wedding Coordinator, 4124 Oak Lawn Avenue, Dallas, Texas, 75219 or fax to 214-224-2782. For questions, please call the PCPC Wedding Coordinator at 214-224-2747.

I have read the *Florist Policy Agreement* and agree to abide by these guidelines.

Name of Florist _____

Address _____

Phone # (____) _____ Fax # (____) _____

Contact Person _____

Name of Bride _____

Date and Time of Wedding _____

I have read the Florist Policy and agree to abide by these guidelines.

Signature of Florist

Date

Signature of Bride

Date