

Florals and Wedding Equipment

Florists may have access to the room to decorate two hours in advance of the wedding hour. (When possible, an exception will be made for where more time will be needed. However, this extra time must be scheduled through the Special Events Office and additional charges may be required for the additional time.)

Clean up should be completed by two hours after the scheduled beginning time of the wedding ceremony. The florist (or bride's family in the absence of a florist) is responsible for removing/discarding all florals and decorations brought in for wedding use. Church candelabra or wedding equipment may not be taken from the premises.

In the Worship Center, candelabra may be placed on the platform stage only. There will be no placement of candelabra of any kind in the audience/guest seating areas, whether ground, median or balcony floors. This is done for the safety of our staff and guests and the maintenance of our Worship Center.

Candles:

- The church will provide the votives for all church-owned candelabra. (These special candles are required in the church equipment to prevent excessive cleaning costs.)
- The unity candelabrum requires regular candles which are to be furnished by the bride and should be driplless.
- All other candles used for decorating are required to be LED battery powered.

Flowers, plants and greenery:

- Plants, greenery, and other furnishings belonging to the church must not be moved to be used for weddings.
- The use of pipe cleaners, coated floral wire or plastic clamps are required to affix arrangements and/or greenery to the candelabra and pews. Please do not use bare wires or tape.
- Kitchen coolers or refrigerators on the premises will not be used for flower preparation or storage. This is in compliance with city food ordinances.
- It will be the responsibility of the florist to clean debris upon completion of decorating.

Other items:

- A minimal amount of paper or silk petals may be distributed by the flower girl.
- The use of rice, birdseed, confetti, potpourri, sparklers, etc. is prohibited on the premises.

Any florist who desires to offer his/her services to Houston's First Baptist Church members must have a signed Statement of Intent on file with the Special Events Director. This statement must be submitted at least thirty days prior to the wedding date.

Statement of Intent to Follow Policy

I have read the policies set forth by Houston's First Baptist Church pertaining to florists. I understand how the policies apply to my assignment while at Houston's First Baptist Church and I consent to abide by those policies.

Name (Please PRINT)

Date

Firm Represented (Please PRINT)

Business Phone

Address (Please PRINT)

City, State & Zip Code

Signature

Email address

Contact person on day of event

Contact phone on day of event

Bride: _____

Groom: _____

Date of Wedding: _____

Time: _____

Location: Worship Center Chapel

Other _____

Please return this signed agreement at least thirty days prior to the wedding date to:

Houston's First Baptist Church
Jan Butterfras, Special Events Director
7401 Katy Freeway
Houston, TX 77024
(713) 957-5847 - Fax
jan.butterfras@houstonsfirst.org