

Guidelines for Weddings:

1. Please note that neither the presiding clergy or members of the bridal party may supercede any of these policies.
2. All furnishings and fixtures in Perkins Chapel are considered permanent and may not be moved for weddings. These include the cross, the altar table, the lectern and baptismal font, the piano, altarware and hymnals, Bibles or other books in the pew racks.
3. The User is allowed to use no more than two (2) candelabras and two (2) floral arrangements in the chancel area. Perkins Chapel provides Four (4) dark wooden pedestals of various heights with marble tops for floral arrangements. Two tables are taller than the other two to accommodate shorter arrangements. No flowers, candles or decorations may be placed upon the Altar Table. No flowers, candles, greenery or their supportive apparatus may be placed on or behind the altar, the communion table, in the upper choir area or in the windows of the Chapel nave.
4. Nothing may be taped, tacked or nailed to the chapel pews or other furniture. Pew bows and/or flowers are allowed on the pews, but only with protected hangers or tied on with ribbon. One floral arrangement is allowed in the Narthex.
5. Dripless candles in candelabra or tube candles are mandatory. Plastic sheets must be used on the floor. Placement of all candles must be at least one foot from any woodwork or furniture (i.e., none on pews), and special precautions must be taken to prevent candles from igniting adjacent foliage or paraments. Greenery, if used, must be securely attached to the candelabra. No flowers are to be placed on the candelabra. No other candles (Unity Candles, hand-held, pew, etc.) are to be used in any way in the chapel. Unity Candles and their accompanying liturgy, dripless or non dripless, unity sand, etc. are not permitted in Perkins Chapel.
6. Aisle runners (cloth or carpet) may not be used in Perkins Chapel. Flower petals, silk or real, may be used for processions, but no aisle runners. A kneeler, if used, should be approximately halfway between the chancel steps and the steps to the upper Choir area and should hold no arches, greenery, candles or flowers. Perkins Chapel does not supply a kneeler. All equipment must be furnished by the User, including a kneeler and/or candelabra and must be delivered and picked-up during the time listed on the User Agreement for the wedding. The contract between User and florist is separate and apart from the User agreement, however, the User and florist are bound to the regulations stated and agreed to by the User in this agreement and supercede any made between User and the Florist.
7. The User only has access to Perkins Chapel for three (3) hours as stated in the User Agreement. All decorations and properties must be removed from Perkins Chapel by the end of the three (3) hour block of time. The time allowed for chapel use is to be strictly adhered to.

FLORIST POLICY AGREEMENT:

Company Name: _____ Contact Person _____

Address: _____ Phone # (_____) _____

Name of Bride: _____ Wedding Date: _____

I have read the Perkins Chapel Photography Policy above and agree to abide by these guidelines. I understand that if I violate these rules and regulations, I will not be allowed future professional privileges at Perkins Chapel.

_____, Date _____
Signature of Florist