

**Florist Agreement
For Marriage Services**

I/We have read MUMC's Sanctuary/Chapel Decorations guidelines and agree to abide by them in the marriage of:

Bride _____ and

Groom _____

On the date of _____

Name of Company _____

Address _____

Phone _____

Name of individual(s) who will be on site _____

Failure to comply with Missouri United Methodist Church's sanctuary/chapel decorations guidelines, as stated in the Celebrating Your Marriage booklet, could result in the forfeiture of the damage deposit.

Signature of Florist

Date

**Missouri United Methodist Church
204 South Ninth Street
Columbia, Missouri 65201
573-443-3111
www.moumc.org**

Sanctuary/Chapel Decorating Guidelines from the *Celebrating Your Marriage* booklet:

- The beauty of the sanctuary and chapel is embodied in the windows and architectural features. Modest decorating is appropriate.
- Floral arrangements may not exceed the height of the Altar Cross (28 inches in the sanctuary). This restriction includes any vase and/or base. The tables on either side of the altar are provided for floral arrangements.
- Any water-filled vases must have proper protection beneath them so as not to cause water-spotting or warping of the altar tables.
- Flowers/greenery are not appropriate for the altar table or choir loft. No décor may be placed around the unity candle/tapers or memory candle.
- Simple floral arrangements and/or bows may be added to pews (21 pews on either side of the center aisle). MUMC can provide pew holders.
- Tape, wire, and tacks may not be used to affix decorations to pews, the altar rail or other woodwork.
- Candles/lanterns attached to pews must have padded holders and protective glass globes.
- Ribbons, fabric garlands, streamers, and balloons may constitute a fire hazard.
- An aisle runner is not used due to safety issues.
- Lit candles may not be placed on the floor of the aisles or in window sills due to safety issues.
- Silk or artificial flower petals may be tossed in the center aisle.
- Florists should make arrangements to deliver and decorate the sanctuary or chapel on the day of the wedding. All decorating activities and cleanup must be completed 45 minutes prior to the scheduled ceremony time. The florist is responsible for all cleanup when decorating is complete, including vacuuming, if needed.
- The florist should make arrangements with the wedding party regarding removal of all decorations after the ceremony. The wedding party and/or florist are responsible for removing all decorations from the church. Special arrangements for late pick-up can be made in advance through the church office. Failure to comply could result in forfeiture of damage deposit.
- The florist must sign an agreement stating they have read the guidelines outlined in this booklet, and that failure to comply may result in forfeiture of the damage deposit. The signed form is due at the first consultation with the MUMC wedding coordinator.
- Wedding parties have access to MUMC 2 ½ hours prior to the ceremony time. If a florist needs access prior to that time, the MUMC office should be contacted for approval.
- The church wedding coordinator will be available while the wedding party is in the church. Any questions regarding decorating should be directed to her/him.
- MUMC provides the following lighting accessories:
 - Brass unity candle holder and two side taper holders
 - Two brass altar candles and holders
 - Two seven-branch brass candelabra with candles
 - Brass candle lighters
- The unity candle, two side tapers, and memory candle are provided by the wedding couple.

The full *Celebrating Your Marriage* booklet can be found online at www.moumc.org/weddings.