UNIVERSITY OF RICHMOND - CANNON MEMORIAL CHAPEL

Floral Policies & Agreement

Please complete and return to the Chapel Wedding Assistant no later than two weeks prior to the event.

The Chapel serves as a central place a reflection, worship, and peace. Couples may choose to decorate the space using flowers by following the following guidelines:

• Couples may choose their florist; however, florists should comply with all policies contained within this section. All questions should be referred to the assigned wedding coordinator, whose decision is final.

• The bridal couple has reserved the Chapel with a specific start and end time. Florists are not permitted to deliver flowers or begin to decorate for the wedding prior to the allotted time period. After the wedding, all flowers, equipment, pew ribbons, boxes, and other floral items should be removed from the Chapel and grounds no later than the allotted time period for the wedding in question. No exceptions can be made. Please contact your client for their reservation time and end.

• Florists are asked to use the outside entrance on the right of the Chapel rather than the main entrance. This side entrance leads down the right side aisle.

• Florists may also use the wheelchair ramp to the right of the Chapel if they are delivering with the aid of a wheeled cart.

• All floral scraps must be cleaned before leaving the church. Please bring a broom and dust pan to help with this.

• All candles must be dripless.

• Aisle runners are not permitted.

• Flower girls may carry flowers but may not drop real petals. Silk petals can be dropped but MUST be cleaned up prior to leaving the Chapel.

• Nothing may be released or thrown in celebration of the wedding couple before or after the service, inside or outside the Chapel, including bubbles, rice, confetti, petals (real or artificial), potpourri, birdseed, doves, balloons, pom-poms, etc.
• Decorations should not be placed on the steps of the alteration area for safety reasons. The landing areas can be used.

• Pew ribbons, flowers, wreaths and greenery may be tied or hung but NEVER tacked, nailed, or taped to any part of the Chapel.

I, the undersigned, have read the **Floral Guidelines** for Weddings in Cannon Memorial Chapel. I will follow all guidelines to ensure professional service to the Cannon Memorial Chapel.

Florist Signature:___________________________________________

Print Name:___________________________________________________

Date:_________________________________________________________

**Florist Information**

Business Name:__________________________________________________

Contact Person:__________________________________________________

Phone:_________________________________________________________

Email:_________________________________________________________