

## CATHEDRAL OF ST. JOHN THE EVANGELIST

**FLORIST WORK PERMIT** for wedding of: \_\_\_\_\_

**WEDDING DAY, DATE, TIME:** \_\_\_\_\_

On this date \_\_\_\_\_, permission is granted for the Florist to decorate St. John Cathedral for subject wedding. Florist has contracted with the afore-mentioned couple to do the decorating.

The florist hereby agrees to adhere to the regulations pertaining to flowers and decorations for wedding ceremonies to be held in St. John Cathedral, which regulations were reviewed in the *Weddings at the Cathedral* brochure with the couple and are set forth below in more detail as follows:

1. The **florist** must contact the Cathedral Center (232-1325) not more than forty-five days but not less than 2 weeks prior to the wedding to set up an appointment to review the policy and procedures and sign a work permit. At that time, a list of what is being used in the Cathedral should be made available to the Cathedral.
2. The Cathedral sacristan, acting in a supervisory capacity, is present at the rehearsal and the wedding. The florist must check in with him prior to setting up. Any questions regarding P & P should be directed to the sacristan.
3. The florist is allowed one-half (1/2) hour prior to the ceremony for decorating and clean-up after decorating the Cathedral. The florist must come with all manpower and equipment needed.
4. It is the responsibility of the florist to remove all flowers, decorations, etc., and clean-up within one-half (1/2) hour immediately after the ceremony. Please note that we do not store floral equipment.
5. Unity candles are not used at the Cathedral.
6. No decorations are to be hung from the walls or columns of the Cathedral. Candles must be in glass globes on candelabras. The use of candelabra and an aisle runner in the center aisle has been discontinued. Should the couple request special decorations, the florist must consult with the Cathedral staff. Arches are allowed only at the back of the church.
7. No tape of any kind is to be used in the Cathedral.
8. Sanctuary furniture is not to be moved.
9. The proper place for the seating of the wedding party and attendants is in the nave (i.e. front four pews). The attendants ARE NOT allowed to sit in the sanctuary.
10. The scattering of rice, birdseed, flowers, petals, etc. inside or outside the Church is not allowed.
11. You must notify this office (232-1322) in the event of cancellation of your services.
12. The use of any animals and/or wildlife in the Cathedral or on the grounds is forbidden, i.e. horse drawn carriages, caged doves, family pets, exotic animals.

The florist also agrees to adhere to the regulations pertaining to priorities given Diocesan and Cathedral decorations as follows:

If the wedding date falls during one of the major liturgical seasons

(Advent, Lent, Christmas or Easter) when special decorations are already in the church or when the Cathedral has been decorated for a diocesan or parish ceremony, the florist will not be allowed to change these decorations for the wedding. Since the Cathedral also serves the Diocese of Lafayette, Occasionally special decorations will be placed in the Cathedral for diocesan ceremonies. These decorations must remain in the church and no one is allowed to adjust or change them.

- a. Decorations for weddings during the penitential seasons of Advent and Lent should be minimal, i.e. nothing exceptional or extravagant. For example, one (1) large arrangement and/or greens would be appropriate.
- b. Cathedral Parish is solely responsible for decorating the church during the Christmas season (from the week of Christmas until the Feast of Baptism of the Lord in early January), and no other decorators can obtain permission to decorate at that time. The wedding party may contribute a donation in order to defray expenses to decorate more extensively.

ST. JOHN CATHEDRAL accepts no responsibility for any claim(s) whatsoever arising from or as a result of the above work.

The florist hereby agrees to save and indemnify and keep harmless the Congregation of St. John the Evangelist Roman Catholic Church of St. John Cathedral of Lafayette, the Diocese of Lafayette, Louisiana, the Bishop of the Diocese of Lafayette, Louisiana, the roman Catholic Church, the Pope of the Roman Catholic Church, hereinafter collectively referred to as the "CHURCH", against all liability claims and judgments or demands for damages arising from accidents to person(s) or property occasioned by the florist, his agents or employees, and against all claims or demands arising from accidents to the florist, his agents, employees, or any other person, whether occasioned by said florist, his employees or by the "CHURCH", it's employees, or any other person or persons and the said florist will defend any and all suits that may be brought against the "CHURCH" on account of any such accident(s) and will make good to, and reimburse, the "CHURCH" for any expenditures that said florist may make by reason of such accident(s).

AGREED AND ACCEPTED:

Florist: \_\_\_\_\_

Agent for: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Policy subject to change without notice.