



**Statement of Agreement  
Caterers**

These policies and guidelines concerning receptions must be strictly followed. All caterers offering their services to Lakewood Church members must have this signed agreement on file with the Wedding Director indicating you have read the guidelines for receptions and agree to abide by these policies.

Receptions at Lakewood are limited to serving the traditional cake, finger good, punch (not red) and coffee. A maximum of seven 6' rectangular tables are available upon request at no charge. These must be requested in advance with the Wedding Director. You are not allowed to bring any tables or furniture into the building. Table clothes and skirting are to be provided by the bridal party. **Absolutely no wire, tape, glue, staples, nails or tacks are to be used to fasten any decorations to the furniture, floor, or walls of the building. Absolutely no red punch is allowed.** In order to accommodate the needs of everyone, receptions must be completed and **all decorations removed** three hours after the time of the wedding is scheduled to begin from the Chapel and Reception area. For instance weddings must begin no later than 11:00 a.m. and must be completed and all decorations removed by 2:00 p.m. Food and drinks are not permitted outside the reception area. **Rice, confetti birdseed, flower petals or any other material that might be thrown or dropped at the wedding or reception may not be used inside or outside facilities. The Wedding Director will be present to ensure these guidelines are followed.**

When a couple plan to have a reception without the services of a caterer, careful planning is important. Someone other than the bride, groom or immediate family members must be in charge of decorating, mixing the punch, instructing the house party concerning service duties, picking up cups and plates from guest, post-reception cleaning, etc. These responsibilities are not those of the Wedding Director. Lakewood Church will take down tables and chairs, vacuum carpets and removed trash containers. All other clean up is the responsibility of the caterer or designated person in charge at the reception.

I have read and I understand how these policies apply to my work and agree to abide by these policies.

*Please return this statement to:*

*Lakewood Church c/o Wedding Director, 3700 Southwest Freeway, Houston, Texas 77027*

_____ Name (Please Print)	_____ Date
_____ Firm Represented	_____ Telephone Number
_____ Address	_____ City, Zip
_____ Name of Bridal Party being served	_____ Date of Wedding

\_\_\_\_\_  
Signature

