



FIRST PRESBYTERIAN CHURCH

of Wilmette

## Memorial Services and Receptions Information and Policy Terms

- There are two worship spaces where memorial services take place at fpcw. Seating capacity is 350 for the Sanctuary and 50 for the Allison Chapel.
- There is a Memorial Service and Reception Fee Schedule that defines the cost and payment terms for the basic services provided to the funeral party. For non-members who wish to have their own pastor preside, there is an additional \$250 service fee for the mandatory attendance of an fpcw staff member.
- The family and vendors are welcome to access to the church beginning one (1) hour prior to the scheduled start of the ceremony. All attendees and vendors are expected to vacate the church premises no later than two (2) hours after the scheduled start of the ceremony.
- If the attendees and/or vendors have not vacated the church premises by two (2) hours after the scheduled start of the ceremony, then an overtime charge will be assessed at the rate of \$50 for any part of each ensuing 30 minute period.

Please indicate with your signature that you understand and accept the policy terms set forth above.

Signed:

Date:

Print: