



FIRST PRESBYTERIAN CHURCH

of Wilmette

Wedding Fee Schedule

	Members	Non-Members
Wedding and Rehearsal:		
Use of Facilities	\$0	\$1,000
Pastor's Honorarium	\$500	\$500
Facility Manager	\$200	\$200
Organist Fee	\$300	\$300
Bulletins	\$100	\$100
Pastoral Liturgist (optional)	\$150	\$150
Security Deposit to hold date:	\$300	\$300

Additional musicians are available by arrangement with the Director of Music Ministries for an additional charge.

Balance of Payment: The balance of the Wedding Fee is due and payable in full no later than four weeks prior to the wedding date. In the event the wedding reservation is confirmed within the four-week period immediately preceding the wedding date, 100% of the Wedding Fee is due and payable at the time the reservation is confirmed.

Method of Payment: Wedding Fees may be paid by check or money order made payable to *First Presbyterian Church of Wilmette*.

Cancellations and Refunds:

- If a wedding reservation is cancelled more than two (2) weeks prior to the wedding date, fpcw will refund 100% of any Wedding Fees paid, including the \$300 security deposit.
- If a wedding reservation is cancelled less than two (2) weeks prior to the wedding date, fpcw will refund 100% of any Wedding Fees paid in excess of the deposit. The \$300 security deposit will not be refunded.
- Otherwise, the \$300 security deposit will be held until seven (7) days after the ceremony and then refunded net of any additional charges.

Non-Members who wish to use their own pastor must have an *fpcw* pastor or staff member on site for both the rehearsal and wedding. The *fpcw* staff resource is there for building use questions, safety and to facilitate a smooth hospitable experience. **The additional fee for this service is \$250.00.**