



FIRST PRESBYTERIAN CHURCH

of Wilmette

Wedding Information and Policy Terms

- There are two worship spaces where weddings can take place at fpcw. Seating capacity is 350 for the Sanctuary and 50 for the Allison Chapel.
- There is a Wedding Fees schedule that defines the cost and payment terms for the basic services provided to the wedding party. The Wedding Fee does not include the services of additional musicians. 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.
- Wedding rehearsals are scheduled on Fridays at 6:00 pm sharp and end no later than 7:00 pm with no exception.
- The wedding party and vendors may access the church beginning two (2) hours prior to the scheduled start of the ceremony. The wedding party, guests and vendors are expected to vacate the church premises no later than two (2) hours after the scheduled start of the ceremony.
- Two separate rooms, the Lounge and the Upper Room, will be available for the private use of the individuals to be married and their attendants.
- If the wedding party, guests 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. These charges, if any, will be assessed against the \$300 security deposit.
- All belongings and equipment of the wedding party and vendors must be removed from the church. Any property left at the church after the wedding party leaves will be held for up to three (3) days for a charge of \$50 per day. These charges, if any, will be assessed against the \$300 security deposit. After three (3) days, fpcw may dispose of any property left behind at its discretion.

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

Signed:

Date:

Print: