



Wedding Information and Policy Terms

- There are two worship spaces where weddings can take place at First Pres. Seating capacity is 350 in the Sanctuary and 50 in the Allison Chapel.
- The Wedding Fee schedule (see below) 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 a First Pres staff member.
- Wedding rehearsals are scheduled on Fridays at 6:00 pm sharp and end no later than 7:00 pm.
- 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, First Pres 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: _____



Wedding Fee Schedule

	<u>Members</u>	<u>Non-Members</u>
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
Livestream (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 fee.

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, First Pres 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, First Pres 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 a First Pres pastor or staff member on site for the memorial service and reception. The First Pres 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.**