



FIRST PRESBYTERIAN CHURCH
302 North Dunton Avenue
Arlington Heights, IL 60004
847-255-5900

Wedding Application & Fees

REQUESTED WEDDING DATE: _____ Time: _____

Location: Sanctuary (Seats 500) _____ Chapel (Seats 140) _____ Garden (Seats 35) _____

Rehearsal Date: _____ Time: _____

BRIDE/GROOM _____

Cell Ph. _____ Alternate Ph. _____ Email _____

Address _____

City, State, Zip Code _____

Church Affiliation _____

Marital Status: Single _____ Widow _____ Divorced _____ Date of Birth _____

Parents' Names _____

GROOM/BRIDE _____

Cell Ph. _____ Alternate Ph. _____ Email _____

Address _____

City, State, Zip Code _____

Church Affiliation _____

Marital Status: Single _____ Widow _____ Divorced _____ Date of Birth _____

Parents' Names _____

Address after Wedding _____

Do you plan to use the First Presbyterian Church Organist? Yes _____ No _____

Do you plan to use a First Presbyterian Church Soloist? Yes _____ No _____

FEES

Return this completed application to the church. Upon meeting with a pastor and confirming your plans, a 50% deposit will be required. You can pay the fees online or by sending a check payable to First Presbyterian Church. The balance of these fees are to be paid no later than 30 days prior to the actual wedding day. The deposit will be forfeited if final payment is not made at least 30 days prior to the wedding date.

	First Presbyterian Church Member Rates*	Non-member Rates
Sanctuary Wedding	\$200	\$1025
Chapel or Garden Wedding	\$100	\$500
Custodial Fee	\$175	\$175
Pastor	\$300	\$300
Facility Coordinator	\$200	\$200
OPTIONAL ITEMS		
Organist	\$250	\$250
Soloist	\$150	\$150
Video Recording	\$100	\$100

* Membership of at least one year prior to wedding date is required to receive member rates.

Facility fees include the use of the church for up to **four hours** (this includes two hours before the service, and one hour after) on the day of the wedding, plus a one hour rehearsal (generally the day before the wedding). If you need the facility for an extended period, additional rates can be quoted.

Couples are free to bring in their own musicians and/or soloists. In general, our church organist will be the one to play the organ, if organ music is requested. The wedding facilitator will be on hand during both the rehearsal and the wedding to provide assistance to the couple, the pastor, and the guests.

Total fees: _____

50% deposit (date rec'd/amt./initials): _____

THIS SECTION FOR OFFICE USE ONLY

Pastor: _____

Custodian: _____

Organist: _____

Soloist: _____

Wedding Guild: _____ Facil. Coord: _____

Date Received: _____ Deposit Due: _____ Final Payment: _____

Additional Items or Staffing Needed: