

CLAIRMONT PRESBYTERIAN CHURCH

Wedding Fees for Non-Members

WEDDING/REHEARSAL

*Sanctuary Use	Rehearsal, wedding	\$1,000
Prepare-Enrich	Online Premarital Counseling Assessment	\$25
Minister Honorarium	Consultation, rehearsal, wedding	\$300
**Church Organist Fee	Consultation, rehearsal, wedding (additional fee if an outside soloist is used)	\$300
***Outside Soloist Fee (Paid to the Organist Directly)	For accompaniment, musical assistance, extra rehearsal time	\$50/hr
Wedding Director	Consultation, rehearsal, wedding	\$150
Janitorial Fee	Setup, rehearsal, wedding, cleanup	\$200
Sound Technician	Consultation, rehearsal, wedding	\$90

*Fee assumes a maximum time of four hours for the wedding. If the scheduled event is to exceed four hours, a charge of \$50.00 per additional hour will be added. The Wedding Director will advise the Church Office of the needed times.

**The Associate Director of Music/Organist has the right of first refusal for all weddings. Guest organists must be approved by the Associate Director of Music/Organist.

***If a soloist is utilized for which the organist will need to provide accompaniment or provide musical assistance, the wedding party understands that there is an additional fee of \$50 / hr for any additional rehearsal time.

If communion is requested, there will be a \$30 charge for the elements, it must be approved by the Session of Clairmont Presbyterian Church, and it must be served in accordance with the PC (USA) Book of Order.

The Wedding party must make a non-refundable deposit in the amount of \$500.00 to schedule the wedding service on the church calendar. This amount will be applied to the Sanctuary use fee.

A refundable damage deposit of \$100.00 is due when you pay your remaining balance and should be a separate check written out to Clairmont Presbyterian Church (no later than two weeks prior to the wedding date).

RECEPTION

Milligan Hall Use**	Building use (non-refundable)	\$600
**Janitorial Fee	Setup, cleanup	\$200
Church Parlor	Use, setup, cleanup	\$150
*Caterer's Fee	This cost is to be negotiated directly with the Food Services Director and paid to him/her by the end of the reception.	
Sound Technician	This cost is to be negotiated directly with the Sound Technician and paid to him/her by the end of the reception.	

*An Outside Caterer may not be used. Please contact the Church Office for a list of approved caterers.

**Fee assumes a maximum time of five hours for the reception from set up to cleanup. If the scheduled event is to exceed five hours, or if the event requires setup more than five hours before the end of the reception, a charge of \$50.00 per additional hour will be added. The building will be locked at other times.

Make checks payable to Clairmont Presbyterian Church. The balance due should be paid directly to the Church Office no later than two weeks prior to the wedding date. A late penalty charge of 10% of the balance due will be applied to your total the day after your balance is due.