

## SECOND PRESBYTERIAN CHURCH

1936 South Michigan Avenue

Chicago, Illinois 60616

Telephone: 312-225-4951

Fax: 312-225-9723

church@2ndpresbyterian.org

Thank you for expressing an interest in holding your wedding at Second Presbyterian Church. These materials will provide you with all the information you need as you consider our church, and are designed to help you in planning your very special day.

The church, a designated Chicago landmark, is a stunning and reverent place for a memorable wedding ceremony. The sanctuary is widely regarded as one of the most significant and intact Arts and Crafts religious interiors in the country and has been called “the crown jewel of the Arts and Crafts movement.” It represents the collaboration of architect Howard Van Doren Shaw and artist Frederic Clay Bartlett, who, in 1900, created a warm and inviting space with the use of rich woods, plaster decoration, stunning light fixtures, and a series of 13 pre-Raphaelite murals. Of special note is the extraordinary collection of stained glass windows including nine by Tiffany Studios and two rare English windows designed by Sir Edward Burne-Jones. It truly is the perfect setting in which to create memories that will last a lifetime. (For more information on the art and architecture, visit [www.2ndpresbyterianfriends.org](http://www.2ndpresbyterianfriends.org)).

The following items are included in this packet of information:

- Wedding Service Guidelines, Information, and Fees (Non-Members)
- Wedding Ceremony Application\*\*
- Church Usage and Hold Harmless Agreement – Individuals\*\*
- Building Use Rules and Requirements

The items marked above with a \*\* should be completed and returned to the church, along with a deposit in the amount of \$100.00, in order to reserve a date for your ceremony. Mail these items to the attention of the Office Administrator at the address shown above.

Please read the enclosed guidelines carefully. They should answer many of the questions you will have regarding arrangements. Note that the \$900.00 fee for a wedding ceremony for non-members of the church includes the services of the church Music Director/Organist and the church Wedding Coordinator.

Wedding services may be performed by our pastor, Rev. David Neff, or subject to his approval, by an outside minister. An honorarium payment to Rev. Neff, not included in our wedding fee, applies to weddings he performs.

If you have any questions about holding your wedding ceremony at our church, please feel free to contact Rev. Neff or the church Office Administrator at 312-225-4951.

## **WEDDING SERVICE GUIDELINES, INFORMATION, AND FEES (NON-MEMBERS)**

### Officiating Minister

Second Presbyterian Church does host Christian, non-Presbyterian wedding services, upon application and approval. Our pastor, Rev. David Neff, or another minister of your choosing, upon approval of Rev. Neff, may perform the service. In the event that you would like another minister to officiate at your service, please indicate this on the Wedding Ceremony Application. As your wedding day approaches, your minister should communicate with Rev. Neff to review church policies and procedures.

Rev. Neff will conduct pre-marital counseling, a wedding rehearsal and your wedding ceremony, and typically receives an honorarium of \$400. This honorarium is not included in the church's wedding fee and is payable separately to Rev. Neff.

### Music and Accompaniment

The church is equipped with a 2,400-pipe organ that is typically only played by Michael Shawgo, our Music Director/Organist. Mr. Shawgo can accompany on piano or organ. Following approval of your application by the Session of our church, we will provide you with contact information for Mr. Shawgo. If your ceremony will involve vocal soloists or other musicians, arrangements should be coordinated with Mr. Shawgo. He can also make recommendations regarding vocalists and musicians who would be available.

### Sound System

The church is equipped with a new sound system that provides for quality projection and includes the ability to play pre-recorded music in addition to live voice and instrumental amplification. A lapel microphone is available for use by the minister and up to four microphones can be utilized. The acoustics of the church are excellent for musical and voice reception.

### Reception Area

The church's Fellowship Hall may be rented for receptions. Separate fees and rules govern the use of Fellowship Hall. Depending upon the type of reception planned, Fellowship Hall can accommodate up to 150 persons. The church does not permit the serving of alcoholic beverages in Fellowship Hall. If you are interested in using Fellowship Hall please indicate this on the Wedding Ceremony Application and we will contact you regarding fees and arrangements.

### Facility Amenities and Limitations

Use of the church for this religious ceremony is governed by several requirements. The general requirements are listed in the section, Building Use Rules and Requirements. The following specific additional requirements are noted, as they apply specifically to wedding ceremonies:

- No candles are permitted, except for a Unity Candle.
- No rice, confetti, bird seed, or other material may be thrown in or around the Church.
- Floral arrangements should be delivered during the regular business hours of the church which are Tuesday through Saturday from 9:00am to 1:00pm. All flowers must be removed at the end of the service if you wish to retain them.
- Only photographers/videographers you retain are permitted to take pictures.
- Nothing may be attached to the pews or to tables; items are to be draped.
- Any exceptions to the above items require the approval of the Pastor or the church Wedding Coordinator.

The main floor of the church can comfortably accommodate the seating of up to 600 persons. There is also a balcony that provides additional seating. The church has two main aisles and no center aisle. Each aisle is 5 feet in width. The aisles are approximately 75 feet long from the rear of the sanctuary to the front pew. The church does not supply aisle runners.

A portable ramp can be installed, upon request, to accommodate wheel chair access to the front (Michigan Avenue) entrance to the church. There are only three steps at the church entrance and no steps in the sanctuary.

Bride and bridesmaids are typically sequestered in a screened, smaller room, equipped with seating, located just inside the main entrance to the church, at the rear of the sanctuary. The church has very limited space for bridal party members to dress. Arrangements should be made in advance with the church Wedding Coordinator. The church does not have secure areas available for storing items prior to the day of your ceremony.

### Parking

The church has a parking lot on the north side of the building that can accommodate approximately 20 cars – typically sufficient for the bridal party and immediate family. There is a no parking zone space in front of the main entrance that can accommodate two or three attended limousines or similar transports. There is street parking (metered) for your guests in the immediate vicinity of the church. If you anticipate more than 50 guests please let us know, as we are generally able to secure parking (at no charge) in a privately owned lot immediately across the street from the Michigan Avenue entrance to the church.

### Wedding Coordinator

A member of the congregation, Mrs. Rowena Balogun, serves as our Wedding Coordinator. Once your wedding is scheduled, Mrs. Balogun will be available to the bride and groom or to wedding planners to answer questions regarding use of spaces in church and to coordinate your on-site activities.

### Access Hours

We will generally provide access to the church approximately one hour before the scheduled start of your service. We will attempt to accommodate more time, but this must be confirmed in advance with the church Wedding Coordinator. The church will remain open and available for up to one hour after the end of your ceremony unless other arrangements are approved by our Wedding Coordinator.

The fee for the wedding ceremony includes a period of up to two hours for a rehearsal on a day of your choosing, depending upon sanctuary availability.

### Reservation Process and Contact Information

Initial contact should be made through the church Office Administrator. The Wedding Ceremony Application and the Church Usage and Hold Harmless Agreement – Individuals, along with your \$100.00 deposit should be mailed to the church, to the attention of the Office Administrator.

Use of the facility is subject to the approval of the Session of Second Presbyterian Church. Session approval is generally provided within 30 days of the receipt of the application and deposit.

### Fees

The fee for non-members of the church to conduct a wedding at Second Presbyterian Church is \$900.00. This fee includes use of the sanctuary for the ceremony and a separate rehearsal, as well as the services of the church Music Director/Organist, our Wedding Coordinator, and the church Sexton.

We will not reserve a date for a service, except upon receipt of a completed Wedding Ceremony Application, Church Usage and Hold Harmless – Individuals, and a deposit check in the amount of \$100.00. The deposit check is non-refundable unless the reservation is cancelled at least 60 days in advance of the scheduled wedding date. We will confirm availability of your date within 30 business days of receipt of your application and deposit.

The \$800.00 balance of your fee is due no less than 30 days before your ceremony. The check should be mailed to:

Second Presbyterian Church  
Attn: Treasurer  
1936 S. Michigan Avenue  
Chicago, Illinois 60616

### Contact Information

Office Administrator  
312-225-4951  
church@2ndpresbyterian.org

Rev. David Neff  
312-225-4951  
pastor.secondchurch1936@comcast.net

Mrs. Rowena Balogun  
Wedding Coordinator  
rowenachicago@yahoo.com

**WEDDING CEREMONY APPLICATION**  
**Second Presbyterian Church, 1936 S. Michigan Avenue, Chicago, Illinois 60616**

Date of Application: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Primary contact person for arrangements: \_\_\_\_\_ Bride \_\_\_\_\_ Groom \_\_\_\_\_ Other

Contact person name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_ (fax): \_\_\_\_\_

Day and date of wedding: \_\_\_\_\_

Time of ceremony: \_\_\_\_\_

Building hours requested for day of ceremony: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Time: \_\_\_\_\_

Estimated number of guests: \_\_\_\_\_

Do you wish for Rev. David Neff to perform your ceremony: \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please provide name, denomination, and contact information of your minister:

\_\_\_\_\_

\_\_\_\_\_

Please indicate the type of music you require: \_\_\_\_\_ Organ \_\_\_\_\_ Piano \_\_\_\_\_ Vocal  
\_\_\_\_\_ Instrumental (list) \_\_\_\_\_ Pre-recorded Music

We are interested in the use of Fellowship Hall for our reception: \_\_\_\_\_ Yes \_\_\_\_\_ No

If either the Bride or the Groom is a relative of a member of the congregation, please indicate the name of the relative and the relationship: \_\_\_\_\_

\_\_\_\_\_

Other Questions/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures:

\_\_\_\_\_

Groom

\_\_\_\_\_

Bride

For Church Use Only:

Date Application/Deposit Received: \_\_\_\_\_

Date Approved by Session: \_\_\_\_\_

**CHURCH USAGE AND HOLD HARMLESS AGREEMENT – INDIVIDUALS**  
**Second Presbyterian Church, 1936 S. Michigan Avenue, Chicago, Illinois 60616**

We, the undersigned (the “Party”) agree to utilize the building and grounds of Second Presbyterian Church, 1936 S. Michigan Avenue, Chicago, Illinois, 60616 (the “Church”) for the purpose of a wedding ceremony (herein after referred to as “the Activity”) and to abide by the terms of this agreement and the requirements associated with such use as the Church has specified. The Activity is scheduled to occur on \_\_\_\_\_.

We agree to assume financial responsibility for any damages to Church property caused by the Party, agents or guests of the Party or any other participant in the Activity.

We further agree and understand that neither the Church nor its trustees, representatives, employees or agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm or other damage to the undersigned Party or agents or guests of the Party or to any other participant in the Activity.

As part of the consideration for being able to use the Church, we also understand and agree to:

1. Assume all risk in connection with participation in the Activity;
2. Release the Church, its trustees, employees, agents or representatives from liability for any damage that may occur while participating in the Activity;
3. Save and hold harmless the Church, its trustees, employees, agents or representatives from any claim by Party, agents or guests of the Party or any other participant in the Activity arising out of participation in any form or fashion in the Activity;
4. Authorize the Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur during the Activity.

This agreement, affirmation and release are executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Groom (Print Name)

\_\_\_\_\_  
Bride (Print Name)

\_\_\_\_\_  
Groom Signature

\_\_\_\_\_  
Bride Signature

## **BUILDING USE RULES AND REQUIREMENTS**

1. Participants in activities at the church are restricted to the areas of the building associated with the approved activity or event and to the hours of participation authorized by the Church.
2. There is no smoking at any time in any part of the Church building or its (outdoor) grounds.
3. The use of alcohol, drugs or any illegal product or item or the possession of a firearm or other weapon is prohibited. Any person believed to be under the influence of alcohol or drugs or otherwise in violation of this requirement is to be excluded from the event or activity and may be subject to arrest.
4. Profanity or vulgar language or behavior is prohibited on Church property.
5. Any movement of furniture in the sanctuary must be done by, and at the direction of, an official representative of the Church. No other Church furniture or fixtures, except for the chairs and tables in Fellowship Hall, may be moved, except under the direction of an official representative of the Church.
6. Decorations in the sanctuary must be appropriate to the worship setting, irrespective of whether a worship activity is being undertaken. All decorations in the sanctuary must be draped and may not be affixed by tape, nail, glue, etc. No balloons or noise makers are allowed in the sanctuary. Nothing may be placed upon the Communion Table or the Baptismal Font, nor may decorative items be affixed to the floor or the windows of the Church at any time.
7. No cameras, sound recorders, projectors or similar devices may be used in the sanctuary, except by the photographer(s)/videographer(s) retained by the bride and groom.
8. No confetti, rice, bird seed or similar items may be thrown inside the Church or on the Church grounds.
8. Use of the piano or organ must be approved, in advance, by the Church Music Director. Use of the Church sound system or any other sound system or device must be coordinated with the Wedding Coordinator.
9. Floral arrangements placed in the sanctuary may only be placed in areas authorized by the Church representative.
10. If the Church kitchen is used during an event, the event sponsors must remove all food items from the premises and clean up the kitchen area and utensils at the end of the event.
11. Parties using the Church are required to complete a Church Usage and Hold Harmless Agreement – Individuals prior to the event or may be required to provide a certificate of insurance.
12. All applicable fees must be paid in full prior to the start of the event. Use of the building beyond the approved hours may result in an extra charge on a half hour basis.
13. Additional requirements for specific events or activities may be imposed at the discretion of the Church.