



# *Weddings At Second Presbyterian Church*

A Diverse, Inclusive, Engaging, and Passionate Community of Faith.

## **PLANNING YOUR PERFECT DAY!**

Thank you for your interest in celebrating your wedding at Second Presbyterian Church! We are eager to help make your wedding the perfect day you have always imagined- filled with family and friends witnessing your loving commitment to each other in this beautiful sacred space.

We welcome couples of all faiths and sexual orientation who come in joy and reverence.

If you have any questions, please email our Wedding Team at [Weddings@2ndpresbyterian.org](mailto:Weddings@2ndpresbyterian.org)

### **GETTING STARTED:**

1. Read through these guidelines carefully to ensure that Second Presbyterian Church meets your needs. Consider space, fees, music, flowers and officiant as you review the information.
2. Complete the Wedding Inquiry Form to request your wedding and rehearsal dates, as well as any additional options.
3. We will contact you to confirm your dates and schedule a consultation and tour. The consultation is designed to answer your questions about guidelines and timelines for your wedding and rehearsal. If you are out of town, you can view the sanctuary online at [www.2ndpPresbyterian.org](http://www.2ndpPresbyterian.org).
4. Make an initial deposit of \$250.00 to secure your dates.

Once we have your deposit, the planning process begins. The Church Wedding Coordinator will continue to work closely with you to ensure that your event runs smoothly.



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## WHAT WE PROVIDE:

### **Church Wedding Coordinator:**

Our Wedding Coordinator will assist with planning and logistics from inquiry through your event. Wedding coordination includes on-site presence during both the rehearsal and wedding day. Please note that our coordinator facilitates church-related activities only. You may wish to retain a separate wedding planner for your overall wedding plans.

### **The Sanctuary:**

The main floor of the sanctuary can comfortably seat up to 600 people. There is a balcony available for additional seating. The sanctuary is laid out with two main aisles each about five feet in width. There is no center aisle. The church does not supply aisle runners. The aisles are approximately seventy-five feet long from the rear of the sanctuary to the front pew.

### **Sound System:**

While its natural acoustics are excellent, our sanctuary is equipped with a sound system for quality projection of live voice and instruments. The sound system includes:

- Lapel microphone (for officiant use)
- Handheld microphones (up to 4 available)
- CD player (provided) or aux outlet (bring your own audio player w/mini jack input)

Please bring someone to run your audio playback, as we do not provide staff to operate sound during your event. However, staff will be available during your rehearsal to orient your operator to the system.



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## **Hospitality Rooms:**

Both partners can enjoy a peaceful space on site to prepare. The Bridal Parlor, located just inside the front entrance, is equipped with a dressing table, full-length mirror, plush seating, and an additional prep table. The Conference Room, adjacent to the Fellowship Hall, boasts a grand antique table with enough seated prep space for more than 10 people. Access to both spaces is included in the rental.

## **Organist/Pianist:**

Our Music Director's services are included in the standard wedding rental. Both a 4-manual 43-rank pipe organ and fine grand piano are available for your ceremony music.

## **Parking:**

The church has an adjacent parking lot to the north of the building that can accommodate approximately twenty cars, typically sufficient for the wedding party and immediate family.

There is a no parking zone space in front of the main church entrance on Michigan Avenue that can accommodate two or three attended limousines or similar transport.

Metered street parking is available in the immediate vicinity of the church.



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## Rental does not include:

- **Overall wedding coordination.** Our team facilitates church-related activities only.
- **Pre-wedding storage.** Please plan for all deliveries for the day of your wedding.
- **Officiant.** We welcome couples to choose their own officiant. Officiants do not have to be Presbyterian ministers to perform weddings at Second Presbyterian.
- **Sound Operator.** Please plan to bring in someone to operate audio playback.
- **Flowers & Decor.** Our sanctuary awaits your special touches. We look forward to working with you and your vendors to create a beautiful setting.
- **Reception space.** Couples are welcome to rent the reception area for an additional fee.

## ADDITIONAL OPTIONS:

### Officiating Minister:

Rev. Chesna Hinkley would be happy to perform your wedding ceremony and will work with you to create a meaningful service. If you prefer to engage a different officiant, please connect him or her with Rev. Hinkley to review church policies and procedures.

### Reception Space:

The church's Fellowship Hall may be rented as is for your reception and can accommodate up to 150 people. Separate fees and rules apply to the use of Fellowship Hall. Note that alcoholic beverages are prohibited, except for a champagne toast.



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## SPECIFICATIONS, CONDITIONS & RESTRICTIONS:

### Handicapped Accessibility:

The Handicap ramp is located south of the building. The front entrance has four steps but there are no steps within the sanctuary or access to Fellowship Hall. Handicap accessible bathroom is available.

### Floral & Décor:

Flowers and other décor may not be attached to any church walls or furnishings using tape, nails, glue or other adhesive. All flowers and décor must be removed at the end of the ceremony. Any items remaining after your rental period will be discarded.

- **Candles:** Unity Candles are welcome, but all other candles are prohibited.
- **Throwing:** Nothing may be thrown in or around the church building including rice, confetti, birdseed, or any other material.

### Photos & Video:

Flash photography and videography are allowed during the ceremony by your vendors. All equipment must be self-contained and portable. No equipment may be mounted on walls or furnishings in any way. Guests are allowed to use cameras without flash.



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## **FEES:**

### **Standard Rental:**

- \$1,500.00 Standard Rental.
- \$ 250.00 Non-refundable deposit due upon booking.
- \$1,250.00 Balance due 30 days prior to event.

### **Officiant Fees:**

- \$500.00 Officiant and premarital counseling.
- \$250.00 Premarital counseling only.

### **Additional Options:**

- \$250.00 Live Stream of service.
- Fellowship Hall pricing upon request.