

Wedding Policy : Old First Reformed Church

### **Fees and Guidelines**

Use of Sanctuary                \$800.00 (up to 1 ½ hours for rehearsal and 3 hours for wedding) Sanctuary is Air-Conditioned

Use of Social Hall and Kitchen (if needed for serving or preparing food)  
\$250.00 (per 3 hours)

#### **Staff Assistance**

Church staff assistance	\$150.00
Wedding Coordinator	\$150.00
Pastor (if officiating)	\$350.00
Organist (if using our organist)	\$350.00
Bench fee (if using your own organist)	\$150.00
Refundable Deposit	\$300.00 (not applied to the above fees)

#### **Deposit due immediately to hold your date for you.**

Cancellation fee: within 30 days of event, forfeit 100% of deposit; cancellation between 31 - 90 days, forfeit 50% of deposit; cancellation beyond 91 days, forfeit 25% of deposit

#### **The other fees are due two weeks before wedding date.**

Deposit will be returned two weeks after the wedding date, minus any charges for possible damages or extended use of the building, i.e., for each half hour (or fraction thereof) past the allotted time of use for Sanctuary, there is an additional \$50 charge.