

WEDDING FEES FOR SERVICES AND FACILITIES 6-11
Covenant Presbyterian Church

2070 Ridgecliff Road, Columbus, OH 43221 Phone: (614) 451-6677 Fax: (614) 451-1326 Email: joanpogalies@covenantpcusa.org

FEE SCHEDULE	MEMBER ¹	NON-MEMBER	APPLICABLE FEE
<u>Rooms</u>			
▪ Sanctuary / Chapel, Bride's & Groom's Room	\$ 0	\$300	\$ _____
▪ Fellowship Hall (reception or rehearsal dinner) up to 25 people	\$100	\$100	\$ _____
26-49 people	\$150	\$150	\$ _____
50-100 people	\$200	\$200	\$ _____
101-149 people	\$250	\$250	\$ _____
150-199 people	\$300	\$300	\$ _____
200 and more people	\$350	\$350	\$ _____
▪ Big Kitchen	\$150	\$150	(plus refundable deposit) \$ _____
▪ Lounge (Reception or rehearsal dinner)	\$100	\$100	\$ _____
▪ Set up, tear down, run sound system Fellowship Hall	\$ 50	\$ 50	\$ _____
<u>Personnel: (deposit includes the fees in bold print)</u>			
▪ Coordinator <u>required</u> incl. consultation, rehearsal, wedding	\$150	\$200	\$ _____
▪ *Custodian <u>required</u> (rehearsal & wedding)	\$125	\$125	\$ _____
▪ Coordinator for Reception or Rehearsal dinner	\$100-\$150	\$100-\$150	(\$ depends on # of guests) \$ _____
<u>Staff person must be on site for duration of event</u>			
▪ Officiating Pastor ²	***	\$200	\$ _____
▪ Organist	\$200	\$200	\$ _____
▪ One rehearsal with soloist (optional)	\$ 25	\$ 50	\$ _____
▪ Use of harpsichord (optional)	\$ 25	\$ 50	\$ _____
<u>Extras</u>			
▪ Candelabra & Candles (optional)	\$ 75	\$100	\$ _____

TOTAL COST:		\$ _____
LESS DEPOSIT MADE ON _____, 20 _____ ³	(Member / Non-Member) Circle one	\$ _____ \$475. / \$525.
TOTAL AMOUNT DUE ON _____, 20 _____ ⁴		\$ _____
Total Amount Paid on _____, 20 _____		\$ _____

Bride _____

Groom _____

Wedding Date _____

Rehearsal Date _____

¹ For the member rate, the bride or groom will ordinarily have been a member of Covenant for at least one year prior to the wedding date.
² For members of the church, there is no fee for the Pastor's services. An honorarium or gift may be offered at the discretion of the family.
³ A deposit of \$475. (member) or \$525. (non-member) is due at the time the wedding is placed on the church calendar.
The deposit is refundable up to 30 days before the wedding date (less \$50. consulting fee for Coordinator).

⁴ All fees are due no later than 6 weeks before the wedding. A check for all applicable costs should be made payable to the "Covenant Presbyterian Church."

*Includes unlock and lock up, sanctuary sound system, set up, tear down, clean up.

PLEASE RETURN THIS FORM ALONG WITH A CHECK FOR THE BALANCE DUE TO THE OFFICE ADMINSTRATOR. Retain a copy for yourself.

Approved by: _____ Officiating Pastor _____ Wedding Coordinator _____ Minister of Music/Organist _____ Office Administrator

Copies To: _____ Financial Administrator _____ Office Administrator _____ Wedding Coordinator