

Norcross Presbyterian Church: Wedding / Event Rentals

We are honored that you are considering Norcross Presbyterian Church for your special event!
Our facility is a special place and we hope you will let us be a part of your joyful day!

Wedding Package:

Sanctuary & Meeting Room	Package Rate	Deposit
Saturday Only	\$850	\$300
Friday & Saturday	\$1100	\$300

Hourly Rates for smaller events (7:00am-10:00pm)

Base Rate (includes 2 hrs)	Add'l 1 hr	Deposit
\$225	\$100	\$225

Included in our Wedding / Event Rental package:

- Use of the Sanctuary (seats up to 100) for Ceremony
- Use of meeting room (a room downstairs which can be used for ceremony participants to wait until ceremony starts)
- An NPC attendant on hand during event to open and close building and answer questions about building usage.
- Cleaning Fee

Note that no food or drink is allowed in the sanctuary during your event.

Pastor/Officiant & Musicians: (not included in rental package)

The pastor of Norcross Presbyterian Church (Dr. Matthew Fry) can lead your ceremony if you wish and if he is available. Pastor Matt will require a consultation and marriage counseling session(s). Other officiants associated with NPC may also be available.

We also have a pianist (Lenard Martin) who can accompany your ceremony if you wish and if he is available.

We recommend a \$500 honorarium for Pastor Matt and a minimum \$250 for Lenard. Price should be discussed with them separately and is not part of the church event space rental agreement.

If you prefer, you are welcome to bring your own minister or musicians. Our session gives approval for outside pastors/musicians and is amenable to other ceremony leaders/participants. Please share their name and contact info (email & phone) with us in advance. We won't contact them except in case of discussions of logistics, etc.

Rearranging the Rooms:

Chairs & Tables: The Sanctuary chairs/tables can be configured in many ways for your ceremony. The rows can face the front of the room, the center of the room, there can be 1 central aisle or two, etc.

Piano: The piano cannot be moved under any circumstances (can't be rolled to a different spot in the room, etc).

Sound Equipment: The church audio/visual equipment is not available to be used for your event. Acoustics in the sanctuary are very good and no amplification is needed for most voice/music applications. However, you may supply your own sound amplification equipment if desired.

Communion Table, pulpit, baptismal font: These items can be repositioned for your event, if requested in advance. They are delicate pieces, so a representative of the church will be called to move them. Alternatively, if you don't wish to use them, a representative of the church can remove them from view in the Sanctuary.

Any special configurations of the Sanctuary should be discussed in advance with the church. If a special configuration is requested, we may seek assistance from the renters to help set up the chairs, tables, etc., as our church resources are limited.

Accessing & Leaving the Church:

A church representative will be on hand during your event to answer questions about where things are and how to use the facility. They will also ensure the church is locked after the event has concluded.

Final Approvals:

Norcross Presbyterian Church's Session (group of elders overseeing the church governance) gives final approval for building rental. We reserve the right to deny use of the facilities for any reason, though we have rarely exercised that right. We want you to enjoy using our building for your event as much as we do!

Please do not hesitate to contact the church office with any questions or to arrange a tour of the facility:

Norcross Presbyterian Church
89 Jones Street
Norcross, GA 30071
(770)448-7744
npc.office@norcrosspresbyterian.org
www.norcrosspresbyterian.org