

PARTIES AND RECEPTIONS AT FAITH LUTHERAN CHURCH

Graduations - Baptisms - Family Events - Anniversaries - Other Events

Reservations should be made at least 60 days in advance. Church sponsored events can take priority; however, all attempts will be made to accommodate any event.

Fellowship hall seats 120. Additional tables & chairs can be set up in the gathering area.*

Food is to be prepared by the caterer or the family BEFORE using the kitchen. The church facilities are not to be used for cooking other than church events. Foods may be kept in the refrigerator and/or reheated on the day of the event only.

CHURCH PROVIDES

- Plates, cups, glasses and silverware (can serve 200)*

FAMILY PROVIDES

- All food ready to be served (or catered). The Service Group will refill
- Ice rings and punch
- Punch Bowl & ladle
- Table decorations
- Persons(s) for cutting cake
- Person(s) for serving punch
- Host/Hostess
- Waiter/Waitress
- Table coverings, napkins and punch cups
- Guest book, pen, and guest book attendant
- Cake knife and server

HEAD TABLE

- Bridal party decides if they go through the service line or want to be served. If they are to be served, will need to provide waiters/waitresses.

SERVICE CHARGES

- **BUFFET** (Provided by the family)--Cold food, such as salads, sandwiches, nuts, mints, punch, cake and beverages.
Minimum Charge \$100

<u># of People</u>	<u>Member</u>	<u>Non-member</u>
First 100	\$100	\$150
100-150	\$125	\$175
150-200	\$150	\$200

- **DINNER** (Provided by the family)--Hot food, buns, nuts, mints, punch, cake and beverages
Minimum Charge \$125

<u># of People</u>	<u>Member</u>	<u>Non-member</u>
First 100	\$125	\$175
100 to 150	\$150	\$200
150 to 200	\$225	\$275

- If caterer brings in food, serves and cleans up, charge for use of the kitchen is \$50 for members and \$100 for non-members. A kitchen representative may be in the kitchen to help locate dishes etc. If the Pastor determines that a representative is needed, a fee of \$10.00 per hour is paid directly to that person. That representative will be available during the entire event.
- If the caterer brings in food and a service group serves and cleans up the kitchen, the above service charges apply. *No kitchen representative is needed if a service group is used.*
- All prices are based on guests going through a serving line. If a sit-down dinner is to be served there will be an additional 50 cents per-plate charge,

****Payment for use of the church is required when your application is turned in. Please see your Church Usage Packet for rates/charges.**

All policies & fees are subject to change.