

Memorial Reception Agreement for Non-Member Funerals

A memorial reception is only scheduled if the funeral service or burial is held at the Old Scotch Church. Rental fees for the sanctuary and Fellowship Hall are separate and are paid directly to the church office.

The fees payable to the Deacons for the memorial reception are:

Up to 50 people = \$400.00 donation

Up to 75 people = \$550.00 donation

In all cases, we hold as our first priorities: Public safety, food safety, and compliance with fire safety rules, dependable planning, and suitable staffing. These require that we adhere to the following policy:

Refreshments

- Reception menu will be coffee, tea, punch and cookies. All cookies purchased will be commercially prepared. Nothing home prepared may be used.
- If the family would like different reception food, we require the use of an approved and kitchen-aware caterer such as: Claeys Catering (503-647-1987), Reedville Catering (503-642-9898), or Tauscher and Daughter Catering (503-312-6312). In this case, the family is responsible for selecting, scheduling, and purchasing what is served, and doing so in conversation with the Deacon in charge. Catering does not change the Deacon service fees, as they still work kitchen needs and food placement.

Use of the kitchen

- *No outside persons may use the kitchen. Only the deacons are allowed in the kitchen.*

Deacon's responsibilities:

- Deacons will provide all food, drinks, napkins, table service, and table flowers
- Deacons will provide a maximum of 7 tables for seating (each table seats 8 people), food tables and a table for a display of photos and memorabilia.
- Deacons are in charge of all Fellowship Hall set-up and cleaning both prior to and following the reception.

Amount of attendees

- We can accommodate receptions for up to 75 people.

Time frame

- Reception length will be 1 ½ hours.

Payment

- All bookings must be made a minimum of **3 days prior** to the event or the event will not occur.
- Payment is to be made in person at the church office **at the time of booking**. Please make out checks to Tualatin Plains Presbyterian Church Deacon Fund and sign the agreement.

Name _____ Address _____ City, State, _____

_____ Phone _____

Signature

Name of deceased _____

Date of reception _____ Time: from _____ to _____ # of attendees expected _____

Please remove leftover food, flowers and display items from the church following the reception.