

## **Funeral Receptions at St Clare Guidelines**

St Clare is pleased to provide use of our Morris Hall for funeral receptions. Here is some information about the hall and important guidelines regarding its use.

1. There is no charge to use the hall.
2. The Hall can accommodate up to 240 guests (30 tables).
3. The standard configuration is:
  - a. round dining tables (5 foot diameter with a 29 inch drop) with 8 chairs at each table
  - b. two long tables (8 feet long) for serving food
  - c. two 6 foot long tables for beverage service and dessert service.
4. We will setup enough tables and chairs to accommodate the number of guests you tell us you are expecting. Tablecloths are not provided.
5. Audio-visual equipment is available for you to use to play music, show slides or videos. We ask that you provide either a DVD or computer with an HDMI port. We will assist you with the setup and testing of the equipment beforehand.
6. An ice machine is also available for you to use.
7. Generally, depending on the availability of the hall, we can provide you access to the hall before the funeral (no earlier than 8:30AM) to decorate the hall as you like, with the expectation that all decorations be taken down and removed at the end of the reception.
8. The latest the hall is available is 4:30PM
9. You may bring any of your flowers from the funeral mass to the reception hall and we can assist you with that. (Or if you prefer, you can donate the flowers to St Clare and leave them in the church or the hall)
10. Catering is required if you are going to serve food. Our Knights of Columbus offer a simple catered option if you are interested. Please let your funeral coordinator know.
11. We do not provide beverages, plates, napkins or eating/serving utensils.
12. The caterer is required to setup, serve, and remove all food items.
13. We ask that the caterer not use any of the appliances or supplies in our kitchen.
14. Please make sure all garbage is bagged and placed on the dolly carts outside the kitchen doors before you leave. Garbage bags are provided.
15. Please leave the hall "as it was given" for use, i.e., tables and chairs left in place and clean up any spills. St Clare staff will sweep the floor.
16. We ask that no alcohol be served on the premises.

Thank you for your understanding and cooperation.  
St Clare Parish Staff