

WEST PLAINS UNITED CHURCH

GUIDELINES FOR USE OF THE BUILDING FACILITIES

RECEPTIONS/RENTALS/CATERING

March 2017



SCHEDULE OF FUNERAL FEES/HONORARIA 2017

FUNERAL/MEMORIAL SERVICES HELD AT THE CHURCH

CHURCH	- Please consult the Minister
MINISTER	- \$175.00 honorarium
ORGANIST	- \$125.00 fee (set by the Royal Canadian College of Organists)
CUSTODIAN	- \$25.00 fee - \$50.00 fee with reception
Funeral for an infant/baby	- no charges
FUNERAL BULLETINS	- available on request

The church will provide volunteers to assist with ushering, parking, and setting up as needed. Also provided to families is a list of well-known hymns, scripture readings, and a suggested general outline of a worship service for a funeral or memorial service.

WEST PLAINS USE OF FACILITIES FEES (One Time Use)

Sanctuary:	\$175.00
Fellowship Hall (seating capacity = 150):	150.00
Theatre Hall:	125.00
Fireside Room:	75.00
Kitchen (downstairs):	50.00
S.B. Stokes Parlour (capacity about 35):	100.00
Board Room/Choir Room	50.00
Junior Room or Kindergarten Room	50.00
Study Room	50.00
Set up tables and chairs	25.00
Use of tablecloths	5.00 each
Custodian	25.00
(with reception/food)	50.00

A special rate is negotiated with groups who meet regularly in the church. Please call the church office for details.

- No alcohol is permitted - no raffles or lotteries
- Use of dishes - contact UCW
- Parking for about 65 cars
- A liability insurance certificate is required for groups or individuals not using the church for church-related activities

WEST PLAINS CATERING GROUP

WEST PLAINS UNITED CHURCH
549 Plains Road West
Burlington, Ontario L7T 1H1

Assorted Sandwiches
Salmon, Diced Ham, Egg Salad
On white & brown bread

Relish Tray
Fresh Fruit Tray
Squares & Tarts
Tea & Coffee
Juice

This will be set up in advance, using white tablecloths, napkins,
china cups and saucers, side plates and
cream & sugar

\$10.00 per person
(minimum 50 people)

For further information please call
(905) 522-2569 (Marj) or (905) 529-4871 (Church office)

Fruit punch is available upon request - \$30.00 per bowl
Plastic glasses and cocktail napkins are included

For information, please call the church office (905-529-4871)
Above price does not include rental of the room(s)

WEST PLAINS UNITED CHURCH
(Catering a la carte)

ITEM	PRICE (Serves 100)
1. Sandwich Platter	\$ 375.00
2. Relish Tray carrots & celery sticks green pickles & olives	40.00
3. Dessert Tray squares and tarts (3 per person)	185.00
4. Fruit Tray assortment of fresh seasonal fruits	100.00
5. Cheese Platter an assortment of cheese, crackers & a fruit garnish	125.00
6. Vegetable & Dip Tray an assortment of fresh garden vegetables with a dip	80.00
7. Coffee & Tea includes white table cloths, china cups & saucers, side plates, napkins, cream, sugar	300.00
8. Juice or Punch	30.00

All catering done in fellowship hall will include servers for coffee & tea.
Numbers 1,2,3,4 & 7 are standard package @ \$10.00 per person.

WEST PLAINS UNITED CHURCH
549 Plains Road West, Burlington L7T 1H1
Phone: 905-529-4871 Fax: 905-529-9707

APPLICATION FOR USE OF FACILITIES

(Payment is due prior to the event by either cash or cheque)

Name: _____
(Individual or Organization)

Contact: _____
(If different from above)

Telephone: _____ Email: _____

Type of Event: _____

Date(s) and time
Required: _____

Room(s)
Requested: _____

Kitchen Facilities
Required: Yes No

Custodian
Required: Yes No

Set Up
Required: Yes No

Additional
Requests: _____

Liability Insurance: Copy Provided

Cost: _____

Signature: _____ Date _____

Payment Received: Date _____