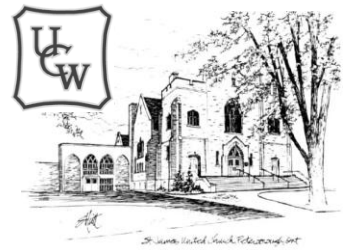




# St. James United Church

*Living fully, intentionally and compassionately...*

221 Romaine Street • Peterborough, Ontario • K9J 2C3 • 705-742-2222 • info@stjamesunitedchurch.ca



## UCW Rules for Catering

1. All bookings are accepted subject to change up to one month before the date of the event. All prices quoted are subject to change.
2. A caretaker's fee of \$25 applies to all lunches or dinners catered for out-of-church groups. Should the catering unit(s) wish to give more than the above rate, it is to come from the project profits.
3. No catering will be accepted during the following dates/time periods: \*
  - \* From Canada Day until after Labour Day, inclusive; and after December 15th.
  - \* From Friday to Tuesday mornings on statutory weekends
  - \* For two days prior to an Congregational Dinner

*\* except in the case of St. James' members; requests will be considered on an individual basis.*
4. No catering allowed in the Friendship Room.
5. Due to fire regulations, a maximum of 240 persons is allowed in the large auditorium.
6. One unit only is in charge but may draw on one or more units (including Unit 1) for help with donations and servers. Associate members may also be called upon.
7. Each group booking is responsible for its own decorations.
8. If linen tablecloths are used, the cost of laundering is extra and to be paid by the group booking.
9. The Room Rental Agreement (Board of Stewards) is to be used when outside groups wish to use the facilities; indicate whether the PA system or extra rooms are needed in conjunction with a dinner.
10. The Project Sheet is to be turned in to the Treasurer after every project.

## Fees & Associated Information

*(a caretaker's fee of \$25 applies to all dinner and luncheons)*

### Dinners & Lunches:

- \* Minimum booking of 40 people.
- \* The cost is \$5.50 per person for sandwiches, pickles, veggie tray, tea and coffee.
- \* \$.50 extra per person if punch is supplied; \$.50 extra per person for sweets.
- \* Groups are to supply their own decorations, special napkins, special cake(s), etc.

### Coffee Breaks:

- \* \$1 per person, in addition to room rental (for tea, coffee or cold drink).
- \* \$2 per person, in addition to room rental (for beverage served with muffin or cookies).

### Funeral Lunches:

- \* \$5 per person minimum.