

## **YOUR RECEPTION at First United Methodist Church**

Congratulations on your upcoming celebration at First United Methodist Church! Thank you for choosing to have your reception here. Receptions served by the **United Methodist Women (UMW)** are all very different according to the personal tastes and desires of the celebrant (s). The following information is provided to help you plan this important event.

### **WHAT THE UMW HAS AVAILABLE**

Rectangular cake table, round tables that seat 8  
Lace tablecloth and skirting for the long cake table  
White tablecloths  
Punch bowls, cups and ladles  
China serving plates and cups  
Glass serving plates and cups  
Silverware, including cake knife and server  
Candy and nut dishes  
Two pair single candle holders  
Two pair double candle holders  
Silver Service, including coffee pots, tea and punch, sugar and creamer, sugar tongs and tray  
Glass bud vases  
If wedding, banner to hang behind cake table

The UMW also provides table set ups, coffee, tea and punch, sugar and cream. If required, the lace-covered cake table will be set up in time for the delivery of a cake.

### **WHAT THE CELEBRANT(S) PROVIDE**

The cake  
Flowers, candles and napkins for the cake table, if desired  
Nuts and mints, if desired  
Sparkling cider for toasting, if desired

Since it is always considered an honor to be asked to serve punch, coffee, tea or cake, perhaps a special relative or friend might be asked to do this. If not, the UMW can provide servers if you give the Reception Hostess reasonable notice.

### **DECORATING FOR THE RECEPTION**

If you would like to decorate and/or help with decorating the tables, please arrange the time with the Reception Hostess.

## CATERERS – ADDITIONAL FOOD

If you wish to serve your guests additional finger foods or a meal provided by a caterer, please let the Reception Hostess know, so that proper tables can be set up.

Because of certain food preparation regulations, the food cannot be prepared in the church kitchen, although already prepared trays may be stored in the large refrigerators. The caterer must provide the personnel to deal with set up, serve and clean up for the food table (s). Also, the caterer must provide all dishes, flatware, trays, serving dishes, napkins and serving utensils for catered food.

## FEES

The **UMW charges** the following fees, payable to the church office:

	<b>Church Members</b>	<b>Non Church Members</b>
Reception	\$150.00	\$250.00
Reception Hostess	\$100.00	\$100.00

The **church charges** the following fees, payable to the church office:

	<b>Church Members</b>	<b>Non Church Members</b>
Kitchen Fee <i>(if caterer used)</i>	\$50.00	\$100.00
Fellowship Hall	\$65.00/4 hrs. <i>(additional \$20/hr.)</i>	\$125.00/4 hrs. <i>(additional \$40/hr.)</i>
Custodial Staff	\$20.00/hr. <i>(2 hr. minimum)</i>	\$20.00/hr. <i>(2 hr. minimum)</i>

All fees are waived for pastors, former pastors and/or their immediate families. Donations or honorariums will be accepted.

## WHAT TO DO NEXT

Complete the building application and waiver and release form for the Safe Sanctuary Policy. These forms can be found on our website: [www.eugenefumc.org](http://www.eugenefumc.org). Return these forms to the church office. You will be contacted when the date of your reception is approved. Then contact the Reception Hostess shown below. Meet with the Reception Hostess as soon as possible. We want to make your reception as organized and stress-free as possible.

**RECEPTION HOSTESS: Barbara Garner, 541-687-6889**

**First United Methodist Church  
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