

## **Saint Anne Parish**

### **Having a Mercy Meal after a Funeral in the Parish Hall**

Many families use our Parish Hall for a Mercy Meal following the Rite of Christian Burial of their loved one. You are more than welcome to use our Parish Hall as long as it is available. Due to the generosity of our parishioners, we are able to offer this hospitable space. Gathering together after a funeral for a Mercy Meal is one way of continuing the celebration of the Eucharist by supporting each other and sharing memories and stories of the loved one that died.

The following information is presented to facilitate your use and to make sure everyone understands the expectations for the use of the Parish Hall:

1. The family needs to contact the Parish Office and speak with Lee DeLuca to request use of the hall and to check hall availability.
2. Serving of alcoholic drinks of any kind is not permitted. This is due to liability and insurance issues.
3. Please note that St. Anne Parish is a non-smoking facility. Smoking is prohibited in the building and on the property.
4. When you inform us of the number of guests you expect (24-hour notice please), our custodian will set up the appropriate number of tables and chairs for the Mercy Meal.
5. Tables, chairs, trash receptacles and a microphone are available for use in the hall.
6. If the family is financially able, we encourage covering the expense of utilities and custodian for this special event. The custodian sets up the hall and is on-call to address issues that may arise due to the family's use of hall. The custodian completes the clean-up of the hall, the restrooms, empties trash and restores the hall for the next day's event. The custodian also secures the building, i.e. lights, locks, heat, etc. We suggest \$125 for all services, payable to *St Anne Parish*.
7. Maximum capacity is 140 people-with tables and chairs, 250 people-with chairs only.
8. Please make it known to your guests that children should not use the restrooms without someone accompanying them.

We appreciate the family's assistance by following through on the following:

1. Make arrangements with a caterer or whoever is supplying the food to also provide tablecloths, paper plates, cups, napkins, knives, forks, spoons, utensils and serving pieces for use for the meal. In addition, the caterer should provide coffee or coffee makers, tea or teapots, receptacles for hot water, etc.
2. Tidy up the hall after use, i.e. clean off tables, clean kitchen, and discard or remove leftover food items.
3. Bring anything else that you plan to use for the reception of your family and friends, i.e. easels, video equipment, CD player, extension cords, etc.