

Funeral Luncheons at St. Patrick Church Hall

If a family wishes to use St. Patrick Church hall for a luncheon following a church funeral:

- J **Before any plans are made** – Family / Representative must contact Deacon Tony Underwood at (520) 432-5753 (rectory is closed Mondays) to request use of the hall and to confirm that the hall is available. Failure to make these arrangements in a timely manner may result in no luncheon.
- J The fee for using the hall is \$150.00 USD, payable to St. Patrick Church. This fee covers pre-reception setup, and post-reception teardown and cleanup.
- J **Family should designate one person** who will make arrangements with caterer and/or St. Patrick Women’s Club as noted below.

If family wishes to use an outside caterer or restaurant to prepare and serve the luncheon:

- J Family Representative must provide Deacon Tony with name and phone number of caterer who will prepare and serve the luncheon. All arrangements for supplies, food, serving, and kitchen cleanup are between the family and the caterer.
- J If any assistance is requested from St. Patrick Women’s Club, caterer must contact the women’s club [Patsy Valencia @ 366-1743] to discuss needs.

If family wishes to use St. Patrick Women’s Club instead of a caterer to serve the luncheon:

- J Family Representative must contact St. Patrick Women’s Club [Patsy Valencia @366-1743] to make arrangements for hall set-up and delivery of paper products, ice, and food.

FAMILY PROVIDES

Provide enough for family, friends & guests. These items should be delivered to the hall 1 hour prior to the funeral unless other arrangements are made with women’s club representative.

1. Dinner and dessert plates, bowls if needed
2. Eating utensils
3. Napkins
4. Punch & pineapple juice if punch is desired
5. Small drink cups for punch
6. Bottled water and/or canned sodas as desired
An ice chest or other container should be available for taking home leftovers.
7. **Ice**
8. Prepared food dishes ** (see notes below)
9. **Storage containers and/or Ziplock bags for leftovers**

****Notes:**

1. If food for the luncheon will be ordered from an outside caterer or restaurant, this information should be given to the Women’s Club representative as soon as arrangements are made.
2. Caterer or restaurant should plan to deliver food to parish hall kitchen. The Women’s Club will be responsible for serving the delivered food and packing leftovers for the family.

WOMEN’S CLUB PROVIDES

1. Single ham (sliced, ready to serve)
2. Coffee, coffee cups, cream & sugar
3. Small side dish or dessert from each club member able to assist the day of the luncheon
4. Tablecloths
5. Serving utensils

Before the luncheon, Women’s Club will:

1. Put tablecloths on tables, set up serving line.
2. Make coffee and punch, keep delivered food warm / cold.
3. Set out food ready to serve when family is ready, replenish food on buffet line.

After the luncheon, Women’s Club will:

1. Wash dishes and clean kitchen.
2. Pack all leftovers for family to take.
3. Clear tables and wash the tablecloths.