

MEMORIAL SERVICE AGREEMENT for 1st UU Wausau members and friends of the church

The First Universalist Unitarian Church Caring Committee assists with memorial services and receptions/luncheons.

Areas Available for Use and Accommodations

- The lobby, atrium, sanctuary, dining room and Walker Hall are available for services, receptions or luncheons.
- The nursery may be used for small children during the services but must be supervised by two adults, provided by the family, at all times. Family is responsible for cleaning the room.
- No other areas are available for use.
- The church is available for a total of five (5) hours, including set-up, visitation, the service and reception/luncheon. The church can be open for set up an hour before visitation.
- ***The dining room with Walker Hall can accommodate a maximum of 100 people. The atrium can accommodate a maximum of 60 people***

PLEASE PRINT: Memorial Service for _____

on _____ **Time: From** _____ **to** _____

Additional Information _____

Please mark below what you would like us to provide

____ Table Set Up with ____ tablecloths ____ placemats

Atrium - ____ tables of 6 (up to 8 tables)

or

Dining Room - ____ tables of 6 (up to 8 tables)

with Walker Hall ____ tables (up to 6 tables of 6)

____ Small flower arrangements for tables

____ A basket for sympathy cards

____ A greeter/usher

____ Coffee, lemonade and/or water for the reception or luncheon

____ Cookies/bars for up to 100 people

____ If a meal or hors d'oeuvres is wanted it **MUST** be catered. We will set up, clean up, and run the dishwasher

PLEASE PRINT:

Contact person for family _____

Phone _____ **email** _____

All communication must go through this contact person.

Caterer name and contact _____

Funeral Home and contact _____

For nonmembers a donation is appreciated.

***Please return this form to Kris at the church office.**

504 Grant Street
admin@uuwausau.org
715.845.3697