

Berean Baptist Church

517 Glensford Dr.

Fayetteville, NC 28314

910-868-5156

INSTRUCTION SHEET FOR CATERER

The following instructions and information are for your benefit and protection and to assure the bride and groom that their wedding reception is as beautiful as possible.

The caterer must furnish all items with exception of chairs and tables. (The church does not furnish paper towels, dish soap, and dishcloths, etc.) The custodian will clear the room and set up the desired number of tables and chairs. The custodian is responsible for cleaning the reception hall area only. The caterer will handle all decoration of the reception hall and is responsible for seeing that the kitchen area is left in the clean condition in which it was found. This includes mopping of the floor.

The following items are available for your use with no extra charge: (1.) tables, (6' round and 8' oblong) (2.) chairs, (3.) two glass punch bowls with stands, (4.) approximately 175 glass cups and plates and (5.) various tablecloths and table skirting. However, it is necessary to charge a cleaning fee for use of our lace tablecloths, as we have to send them out to be professionally cleaned.

The caterer is liable for any damage inflicted by any member of his/her company to the church property or contents thereof. It is your responsibility to see that the kitchen is left clean and in order and that all leftover food is disposed. If you use the church's plates and cups, they must be washed and placed in the boxes provided. If any glassware is broken during use, the family must replace it. **All clean up must be done immediately following the wedding and reception.**

If a toast is to be made, use only the punch that is served at the wedding. Please refrain from using anything that resembles alcohol (i.e. the use of nonalcoholic beverage that resembles champagne or wine). Our kitchen attendant must be on duty for all receptions to oversee the use of the facility. She is not there to work for the caterer washing dishes, etc. but only to oversee and instruct if needed.

Rice cannot be used to throw at the bride and groom. It is recommended that birdseed be used instead of rice. Please do not hand out the bags, etc. for this purpose until the bride and groom are leaving, and then distribute outside the building only. Bubbles may be used, but outside only.

If you have any questions concerning the above instructions, please feel free to call the church office at 910-868-5156.