

Anniversary & Birthday Party Guidelines & Information

Served by WELCA of East Side

Directors:

Donna Rieder 367-1445
Shirley Sundem 332-7893

Check List before function is held

Fill out next two pages and return to:

*East Side Lutheran Church, Attn: Donna Rieder
1300 E 10th St, Sioux Falls, SD 57103*

1. _____ **Check with the Church Secretary for open date for your function.**
No parties booked for the following Holidays:
New Years Day, Holy Week, Easter Weekend, Mother's Day, Memorial Day, Father's Day, Independence Day, Labor Day Weekend, Thanksgiving Day, Christmas Week—this includes Christmas Day and Eve — and New Year's Eve
2. _____ **Pay Fee for use of facility for setup and clean up** - Payment due when function is booked.
\$75.00 Payable to East Side Lutheran Church for the use of facility no matter what kind of function.
3. _____ **Pay Fees below as follows when WELCA serves a function**

Honorees or Planners of all parties scheduled must be a member of East Side Lutheran Church

Birthdays 80 & up	NO Charge for WELCA to serve <i>(May make a donation to WELCA if desired)</i> \$75.00 payable to East Side Lutheran for use of facility
Birthdays 79 & Younger	\$50.00 payable to WELCA \$75.00 payable to East Side Lutheran for use of facility
Anniversaries 50 and over	NO Charge for WELCA to serve <i>(May make a donation to WELCA if desired)</i> \$75.00 payable to East Side Lutheran for use of facility
Anniversaries Under 49 years	\$50.00 payable to WELCA \$75.00 payable to East Side Lutheran for use of facility

4. _____ **Self contained functions** (Family Reunions, Graduation Receptions, Baptisms, Benefits, Bridal Showers, etc)
\$75.00 payable to East Side Lutheran for use of facility
\$50.00 payable to WELCA (supervision of kitchen)

Function Type:

(Check One) _____ *Birthday* _____ *yrs old*
_____ *Anniversary* _____ *yrs married*
_____ *Self contained function:* _____
_____ *Supervisor from WELCA present*

Date of Function _____ Time _____ In honor of: _____

Contact Person Name: _____ Phone number _____

_____ Contact one of the Directors when you have decided on a date and made your plans.

Checklist of things needed:

- _____ How many Round Tables (22 available)-8 per table? _____ *without* tablecloth
- _____ *with* white plastic lace tablecloth
- _____ \$1.00 charge per tablecloth
- _____ How many Long Tables for serving? _____ white lace tablecloth
- _____ Guest book table _____ *with* white lace tablecloth
- _____ _____ *without*
- _____ Punch bowl (you will need someone to serve)
- _____ Punch table _____ *with* skirt
- _____ Thermo coffee carafe for each table
- _____ easels for displaying picture boards and mementos
- _____ podium
- _____ microphone
- _____ VCR/DVD player
- _____ piano

Will you have a program? _____ yes _____ no

Planner will provide all food ie., sandwiches, cake, salads, punch, coffee, cream and sugar as we are a catering only kitchen. All food hot or cold must be prepared off sight.

Planner will provide all paper products for serving including plates, silverware, 2 sizes of napkins & decorations. Church coffee cups and glasses will be used.

Menu: _____ Catered

(if you choose to cater, WELCA will serve for 50th and over anniversaries and 80th and over birthdays)

- | | | |
|------------------------------|---------------|-------------|
| _____ sandwiches—do we make? | _____ salads | _____ cake |
| _____ mints and nuts | _____ pickles | _____ chips |
| _____ punch (no RED punch) | _____ coffee | |

Church provides all serving trays, mint and nut dishes, bowls and coffee servers.

Time you want to come into the church to decorate and bring food

One hour before function allowed for decorating

One hour after function for cleanup

Date: _____ **Time:** _____

NO BALLOONS FILLED WITH HELIUM!
NO SMOKING AND NO ALCOHOLIC BEVERAGES ARE ALLOWED. Thank you.

If you have questions, call the church office at 336-3597 (East Side Lutheran Church)