



DAGWELL HALL FUNERAL RECEPTION DETAILS

Reception Contact Person

Reception Contact Email & Phone Number

Date and Time of the Reception

Do you need to schedule a time to see Dagwell Hall?

Estimated number of people in attendance:

Caterer Contact Information

Florist Contact Information

Dagwell Hall set-up
_____ round tables (seats 5)
_____ round hightop tables
_____ long buffet/serving tables
_____ sets of compostable plates, cups, napkins, and cutlery

Audio/Visual
If you would like to rent a microphone during the reception, there is a \$25 fee. Will you use a microphone? Yes No
If you wish to play music, it must be self-sufficient. We do not assist with any background music.
If you want to show a slideshow, you must send the slideshow to our Digital Ministry Coordinator 48 hours before the reception: enrique@sjcathedral.org. Will you use the projector? Yes No

Please include any other notes about your desires for how Dagwell Hall is set up:

Alcohol Policy

Alcohol (other than beer and wine, to the extent permitted below) is never permitted anywhere on Saint John's campus or at any event sanctioned or sponsored by Saint John's, including without limitation, internal or external retreats, gatherings, ministry group meetings, dinners, wedding or funeral receptions, or other special events.

Saint John's staff, volunteers, or anyone otherwise associated with Saint John's will never purchase, provide, or allow alcohol (anything other than beer or wine, to the extent permitted below) to be present on the Saint John's campus or at any event sponsored by Saint John's (whether on or off site).

No alcoholic beverages of any kind (including liquor, wine, or beer) may be present or consumed while using Saint John's kitchen or in the Saint John's kitchen.

Receptions for funerals may be allowed to serve beer and/or wine. However, this must first be approved by Saint John's Director of Operations through the Cathedral Administrator. If approved, the reception organizer must provide, at their own expense, a licensed and insured bartender for the event and ensure compliance with all applicable laws, including those related to the serving of alcohol to minors and shall be required to comply with such other conditions as may be required by the Director of Operations.

If beer or wine is to be served at any reception at Saint John's Cathedral, equally attractive, nonalcoholic beverages must also be available for consumption.