

PARISH HALL AND CATERER INFORMATION

If there will be a luncheon after the Funeral Mass, you may request use of our Parish Hall. However, this will be based upon availability. We do not rent out the Hall, however, the suggested donation is \$300.00. Please fill out the attached Room Reservation Request Form.

St. Ambrose has a Bereavement Committee headed by Mrs. Cory Elder. The Bereavement Committee is made up of volunteers, parishioners who assist the family during this difficult time. Because it is a volunteer organization, the amount of assistance they can give depends on their availability at the time the luncheon is scheduled. Typically, they will assist in setting tables, serving food, and clean up. Purchasing and delivery of food is the responsibility of the family. Please contact Mrs. Elder at (703) 425-9857 once availability of the room has been verified with St. Ambrose staff. Mrs. Elder will answer any questions you may have.

For your convenience a list of Caterers people have used at St. Ambrose is attached. These are only suggestions. You may choose your favorite Caterers.

**ST. AMBROSE PARISH
ROOM RESERVATION REQUEST - for Parishioners
(PLEASE PRINT)**

Requested Date of Room Use:

Name OF Event

Room Requested (Check one):

- PH1 (entire hall) PH2 (hall side with kitchen)
 PH3 (hall side far windows) Parish Library

Time of Room Use:

(including setup and cleanup time)

Start (including setup)

Finish (including clean up)

Start (actual)

Finish (actual)

Date Submitted:

Expected number of people:

**Please complete setup form if you require advanced set-up.
Advanced setup is not guaranteed but based on availability of room.**

There is a suggested donation of \$300.00 for the use of the parish hall.

Contact Information

Name of Contact Person:

Email address:

Phone number:

Home

Cell

Other

Address:

NOTES:

**Please be aware that you must provide your own table cloths.
If providing a beverage bar, please DO NOT set it up under the crucifix.
No decorations may be hung from the wall or ceiling.**

FOR OFFICE USE ONLY:

Room Assigned by

- PH1 PH2
 PH3 Parish Library

Information on Calendar

Approval of Pastor

Set up form forwarded to Paul

Room Set-Up Request

Date & Time of Set-Up: _____ Date & Time of Event: _____

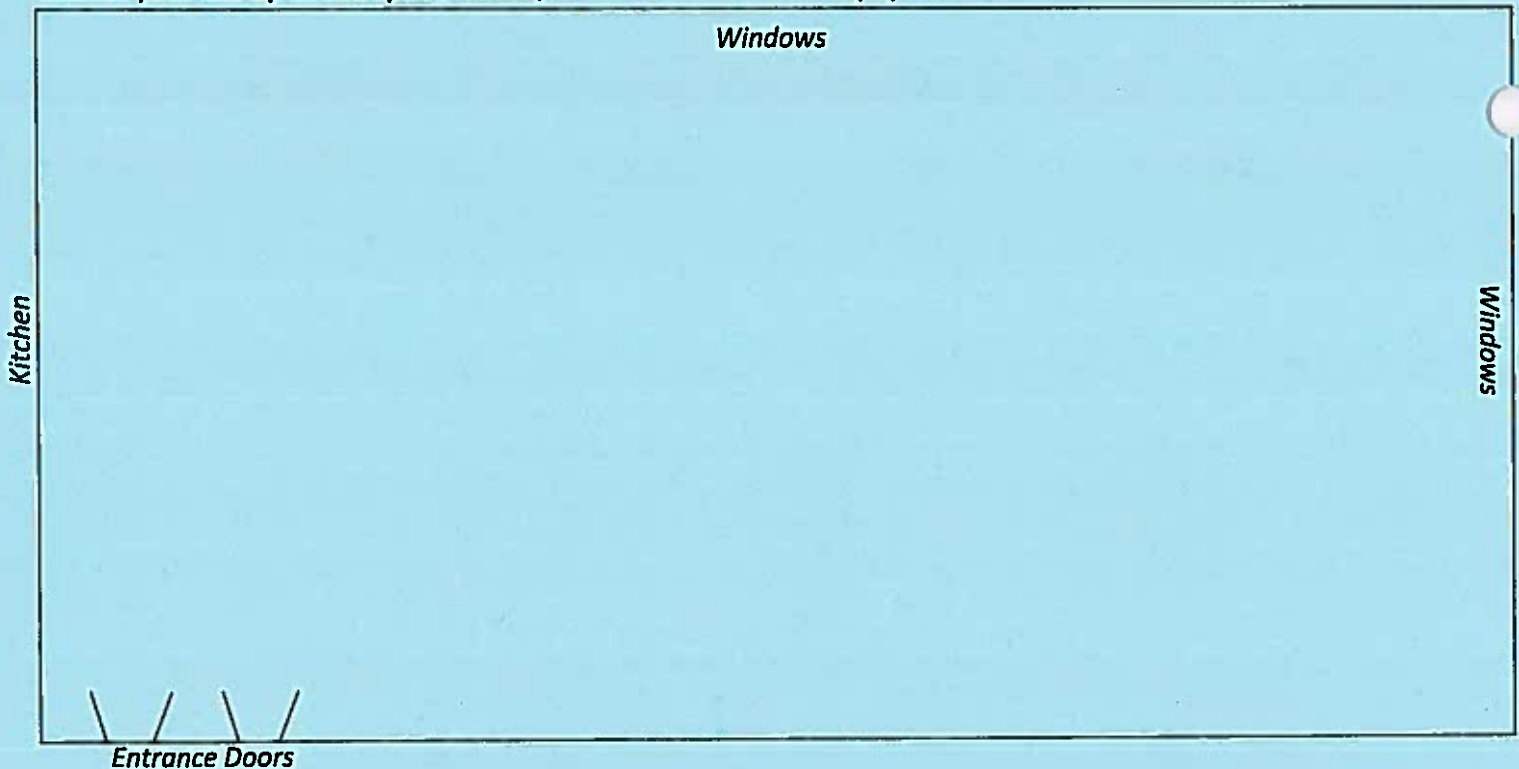
Group Requesting Set-Up: _____

Contact person: _____ Phone Number: _____

Please Complete the Following Information:

Available Tables	Dimensions	# of Tables	# of Chairs around each table
Circular	5' Diameter		
Rectangular, Long	6' x 30"		
Rectangular, Long & Narrow	6' x 18", usually seats 3 on one side		
Rectangular, Short			

Sketch your set-up in the space below, or use a blank sheet of paper:



Room Capacity

Room	With Tables and Chairs	Rows of Chairs or Standing
Parish Hall	254	544
½ of the Parish Hall	127	272
Library		

Caterers

Zoes Restaurant
(703) 359-2542

Chipolte
(571) 328-5485

Coyote Grill and Cantina
(703) 591-0006

Purple Onion Caterers
(703) 631-0050

Maggianos
(703) 356-9000

Noodles
(703) 560-0158

Panera
(703) 207-0145

Red Hot and Blue Barbeque
(703) 218-6989

Dickey's Barbeque
(703) 865-4333

Chick-Fil-A
(703) 934-2150

Shirley's Catering
Shirley Casey/Owner
703-239-0102 (Office)/703-862-4319 (Cell)

