

MSLC Reception Information Sheet

MSLC will not serve an outdoor reception

Maximum capacity: 100 people

Reception & cleanup must be completed by 11 PM the day of the reception

Damage deposit: \$250

Wedding Party provides:

1. Estimated number of guests
2. All food prepared and ready to serve buffet style
3. Contact information for caterer and menu
4. All beverages (including coffee & condiments) - **NO** red beverages or alcohol
5. All napkins, paper products and plastic ware
6. Containers and Ziplocs for leftover food
7. Warming/cooling serving trays
8. Cake knife and serving utensils
9. Table and chair linens
10. Table decorations
11. Responsible for hall setup and layout
 - a. Must be setup 2 hours before the wedding
12. Responsible for serving the punch and cake/dessert
13. Return Maple Hall to original layout

Maple Sheyenne has available for your use:

1. Seating for 100 people in Maple Hall
2. Glass punch bowl & ladle
3. 2 refrigerators & 2 convection stoves/ovens
4. 1 – 100 cup coffee maker
5. 1 – 50 cup coffee maker
6. Salt & pepper shakers
7. Serving spoons
8. Sound system
9. Video screen
10. Extra tables may be available upon request
11. MSLC Coordinator
12. MSLC will provide servers
13. The Fellowship Group will put out napkins and plastic ware if requested

Please note the following:

- Wedding Party is responsible for the room set up including setting up the buffet line, cake table, punch table and gift tables. Please see the attached proposed layout which has worked best in the past.
- Wedding Party is responsible for the previous layout and return to the original condition.
- No alcohol or red beverages are permitted
- Any damages to Maple Sheyenne Lutheran Church property will be the responsibility of the Wedding Party.
- Maple Sheyenne Lutheran Church does not assume any responsibility for any items left after the reception at the church.
- All checks are to be payable to Maple Sheyenne Lutheran Church.