

SUNDAY TEAS

Tier 1: Self-Catered Refreshment Tea/Sponsored Coffee Hour (light prepared snacks)

Ideal for casual fellowship and small-scale refreshments.

- **Food & Supplies:** Sponsor provides light snacks (cookies, donuts, etc.)
 - **Church Provisions:** SJAC provides coffee, napkins, and two 8ft tables with standard linens.
 - **Cleanup:** Sponsor is responsible for cleaning up after their event: this includes wiping kitchen counters, sweeping up any debris on kitchen floor, collect any remaining trash in room or kitchen and discarding in trash receptacle, remove any self-provided items, leaving room and kitchen as found upon arrival.
 - **Fees:** No charge to the sponsor; sponsor is not responsible for coffee costs.
 - **Facilities:** Limited kitchen usage.
 - **Scheduling:** Contact the SJAC Event Manager to schedule.
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Tier 2: Self-Catered Tea/Fellowship Hour with Food

Ideal for celebrations and memorials hosted and managed by a sponsor.

Same criteria as Tier 1 plus:

- **Food & Supplies:** Sponsor prepares all food and provides all serving pieces and paper products.
 - **Church Provisions:** SJAC provides coffee, napkins, two 8ft tables with standard linens, any chafing dishes and serving utensils.
 - **Fees:** \$150 sponsor fee.
 - **Staffing:** Server(s) and/or dishwasher(s) available when necessary for an additional fee. Contact SJAC Event Manager for details.
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Tier 3: Catered Tea

Ideal for the sponsor who wishes to have all details and logistics professionally managed for them.

- **Responsibilities:** Arrange event through SJAC Event Manager.
- **Caterer:** Catered by Andiamo.
- **Food and Supplies:** Full-service event - All food, coffee, supplies, linens, and staffing are provided by the caterer.
- **Church Provisions:** Room setup per client's request.
- **Clean up:** Clean-up will be managed by the caterer.
- **Fees:** No room charge; Sponsor pays all costs via the catering agreement.
- **Scheduling:** Contact SJAC Event Manager to schedule.