

**Bernice Pauahi Bishop Memorial Chapel
Kamehameha Schools**

Memorial Refreshments Guidelines

The Chapel Staff understands the importance and value of proper planning for a loved one's Memorial Service. We also know that having refreshments at the Service is one of the ways a family celebrates their loved one and the community that gathers in their passing. In addition to informing families of how we honor the sanctity of the Chapel grounds, this form enables the Chapel Staff to provide the best service possible.

Light refreshments are allowed on the chapel breezeway lanai, on the Ewa side of the Chapel. However, the refreshments and any food holding equipment, coolers, beverage containers, table cloths, etc., needs to be supplied by an outside catering service or the family. Requests to serve refreshments should be made at the family meeting. Below are additional guidelines that need to be followed if refreshments are to be provided.

- The use of two 8-foot folding tables can be provided by the Chapel.
- Two additional trash cans can be provided by the Chapel.
- There are no outdoor electrical outlets.
- Alcoholic beverages are prohibited on campus.
- Food and beverages are not allowed in the Chapel Sanctuary.
- Food and beverage items are limited to "pupu-style" and finger-foods.

Refreshment Menu Suggestions: Non-alcoholic beverages and . . .

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| <ul style="list-style-type: none">• Cookies• Brownies• Doughnuts• Lemon bars• Muffins | <ul style="list-style-type: none">• Finger sandwiches• Veggie platter• Fruit platter• Cheese and crackers• Sushi |
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Unacceptable Menu Items:

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| <ul style="list-style-type: none">• Soups & Stews• Chili | <ul style="list-style-type: none">• Heavy Sauce Items (e.g. Shoyu Chicken, sweet sour, etc.)
• Full Meals |
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Set-up/Clean-up Procedures

- Arrival in time to facilitate the set up of refreshments in the designated area.
- Facilitate the clean up of the refreshments area.
 - Refreshment tables cleaned and put away, all trash bagged, any spills cleaned up.
- Transportation of all the Memorial Service trash to a campus dumpster. (See attached map).

The Chapel Staff asks that the family designate a representative to arrange and facilitate the set-up and clean-up procedures of the refreshments. Please fill in their contact information below.

Designated Family Representative:

Name: _____ Relationship: _____

Cell Phone: _____ email: _____

**If you have any questions, feel free to contact us.
Bishop Memorial Chapel Office
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