

Chapel/Gathering Room Attendant Policy Effective January 1, 2023

To best serve our guests and families, it is Roselawn's preference that a funeral home or cremation service representative be present for the duration of the chapel/gathering room rental. A \$395.00 chapel attendant fee will be assessed for all chapel/gathering room rentals where a funeral home or cremation service representative is not present for the duration. The attendant is not involved in conducting or coordination of the service in any way. The attendant will provide proper direction within the building, access to the sound system, lighting, and miscellaneous equipment, as well as timely communication with the cemetery staff for interment coordination.

Roselawn Cemetery is not a licensed caterer nor food service provider; therefore, our staff members are not permitted to handle food. All food served in Roselawn Cemetery Gathering Room must be provided by a licensed caterer that will remain on-site in the gathering room while food is present. Caterer must provide linens for tables when food is served. Roselawn Cemetery will coordinate the ordering and coordination of catering through select catering services upon request.

TYPE OF USE <i>WITH</i> BURIAL @ ROSELAWN	FEE
CHAPEL ONLY	NO CHARGE
GATHERING ROOM – No Food/Beverage	\$200.00
GATHERING ROOM w/ COFFEE	\$250.00
GATHERING ROOM (W/ FOOD/BEVERAGE CATERED IN) *Does not include food/beverage	\$350.00
CHAPEL ATTENDANT (REQUIRED WHEN FUNERAL/CREMATION REPRESENTATIVE IS NOT PRESENT)	\$395.00

TYPE OF USE <i>WITHOUT</i> BURIAL @ ROSELAWN	FEE
CHAPEL ONLY	\$250.00
GATHERING ROOM – No Food/Beverage	\$200.00
GATHERING ROOM w/ COFFEE	\$250.00
GATHERING ROOM (W/ FOOD/BEVERAGE CATERED IN) *Does not include food/beverage	\$350.00
CHAPEL ATTENDANT (REQUIRED WHEN FUNERAL/CREMATION REPRESENTATIVE IS NOT PRESENT)	\$395.00

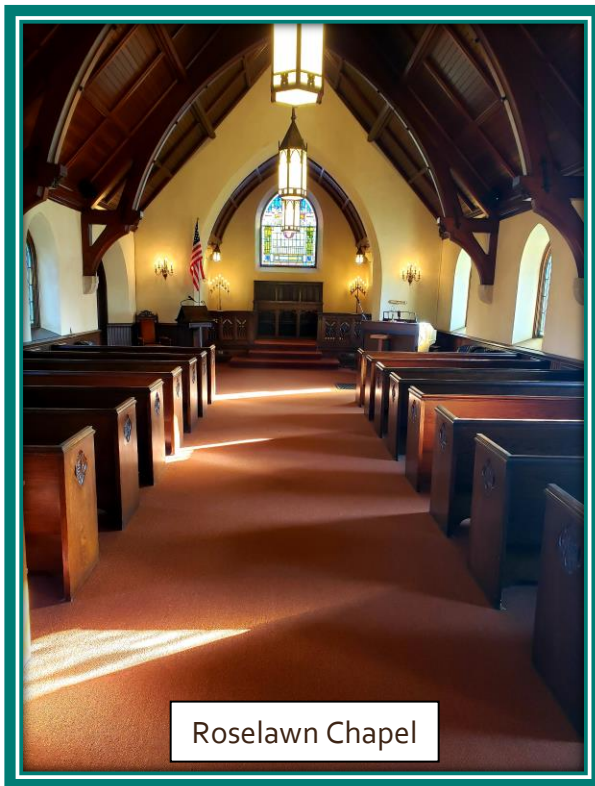
Chapel and Gathering Room use must end by 3:00pm for cleaning and preparation for the next day. With prior authorization from management, use may be extended for \$100/30 minutes.

We thank you for your continued support and partnership as we work to better serve the families in need of our services.

Sincerely,



Amanda R. Thoreson
Executive Director
Roselawn Cemetery Association



Roselawn Chapel



Standard Set-Up



Banquet Set-Up

CHAPEL ONLY

INTERMENT RIGHT OWNERS ~ *FREE*
NON-OWNERS ~ *\$250.00*

GATHERING ROOM ACCESS
\$200.00

GATHERING ROOM
W/ COFFEE
\$250.00

GATHERING ROOM
STANDARD SET-UP
WHEN FOOD IS PRESENT
\$350.00

SEATS: 40-50 PEOPLE
W/ STANDING ROOM: 50-70 PEOPLE

CHAPEL SEATING:

APPROXIMATELY: 100 PEOPLE
ADDITIONAL SEATING IS AVAILABLE
IN THE GATHERING ROOM;
ADDITIONAL CHARGES MAY APPLY.
EVENTS MUST CONCLUDE BY 3:00PM OR
\$100/EACH ADDITIONAL 30 MINUTES WILL BE
ASSESSED UNLESS AUTHORIZED IN ADVANCE

ROSELAWN CEMETERY ASSOCIATION

803 W. Larpenteur Ave.

Roseville, MN 55113

651-489-1720

www.RoselawnCemetery.com

A \$395.00 Chapel Attendant Fee will be charged when a funeral home or cremation service representative is not present.