



Unitarian Universalist Fellowship Of Ottawa

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Memorials/ Celebration of Life

As Unitarians we believe all people, with or without a faith community, should have access to personalized ceremonies to mark the end of life.

The Unitarian Fellowship of Ottawa offers a peaceful, intimate setting for up to 100 people sitting.

Booking and Cost

There is no rental charge for the Unitarian Fellowship Sanctuary for a memorial service. A donation to the Fellowship would be appreciated in lieu of payment. This is a voluntary donation by the family or the Estate and will be receipted as such. The current suggested amount is \$250.

Every effort will be made to accommodate the scheduling preferences of the family for the memorial service.

Officiant

The office can coordinate with one of the Officiants (Parish Minister, Pastoral Minister, Lay Chaplain) to officiate. The family will pay the officiant directly.

The family can choose to bring their own officiant to run the service, which must be conducted in accordance with Unitarian Universalist principles and values.

Office Support

The Fellowship office is the main point of contact for the family and officiant. The office can produce and print up to 100 orders of service, in collaboration with the officiant. Contact uufo@uufo.org.

Sound System

The Fellowship Hall has a high-quality sound system installed in the room. If the use of our sound system will be required for the memorial service, it must be operated by a trained, approved operator. The Sound System includes microphones, and can play recorded music and video sound track, when used with a video projector. One of the Fellowship's music operators, or a trained event manager, can be contacted by the Fellowship office.

Live music can be arranged by the family. Given the intimate space, a microphone would only be required in some cases for voices singing over instruments (for example, singing with guitar accompaniment). Live musicians will often prefer to bring their own sound amplification equipment.

Flowers

Flowers can be arranged by the family. Delivery to the Fellowship should be during Heartwood House (404 McArthur) operating hours Monday to Friday, on Sunday morning between 10 am and 12:30 pm, or just prior to the memorial service. The Fellowship office should be notified in order to be prepared to accept delivery.

Reception

A reception after the Service can be arranged by the family. The UUFO Event Manager can arrange for coffee and tea and will assist with set-up as required. The family is responsible for providing the food to be served. On occasion, members of the Fellowship may wish to contribute squares or other finger food for the reception. The office will assist with communication between the congregation members and the family to ensure that everyone has the same understanding and expectations.

Should the family want to serve wine or beer, the family will have to apply for a LCBO liquor license (on-line application) along with recruiting SmartServe certified servers.

Set up and Clean Up

The Fellowship usually has about 60 chairs set up, with 100 chairs available total as well as a number of 6' tables. Tablecloths are available. If no member of the Fellowship is attending, the office will hire an Event Manager, as described below, to set out additional chairs and tables, if required.

The office will hire someone to vacuum after the service, and replace chairs and tables as required.

Event Manager

If no members of the Fellowship are attending the service, the Fellowship office will arrange to hire an Event Manager. This Event Manager is required by our building security and safety rules and regulations, and will be paid by the family at a rate of \$20/hour. As noted, the Event Manager can assist with set-up and clean-up, refreshments and sound system.