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Welcome and thank you for your interest in holding your simcha event following your ceremony in our Social Hall. We are delighted to have a beautiful facility in which we can host our community's celebrations.

We hope this clarifies many of your questions about our rental policy. If you have further questions, please reach out to our Office Manager at admin@betheljc.org. If, after reading this letter, you wish to proceed with your event please contact our Office Manager, who will prepare an agreement and coordinate your details.

Renting our Social Hall

We give rental priority to our members in good standing. Our members also enjoy a discounted rental rate. Additionally, for a community kiddush following a b'nai mitzvah or other ceremony, we offer our Social Hall for a "Simple Kiddush" pending room and staff availability. If you want to hold a "simple kiddush" in our social hall or lawn, please advise the office right away to ensure the space is available and so that we do not rent the facility to another party. Once we commit to another party, the facilities are no longer available.

"Simple Kiddush" Following a B'nai Mitzvah Ceremony or another religious event:

Your B'nai Mitzvah fee includes the rental of the facility for a "Simple Kiddush" in our social hall or lawn.

For non-b'nai mitzvah ceremonies (such as a brit milah/bris or simchat bat/baby naming), the use of our sanctuary for members for their religious ceremonies is free, but we ask for a donation of \$700 for a "simple kiddush" to cover the cost of security and maintenance personnel for both the event in the sanctuary and the "simple kiddush" in the social hall/lawn.

We do not permit any food or drink in our sanctuary. A "simple kiddush" is defined as a casual, standing buffet reception immediately after the service that is open to the congregation, lasting no longer than one hour. Food should be room temperature and served in the state it is delivered that day, since the kitchen facilities are not included. The Temple will provide tables for food. We will also provide one table with 8 chairs for elderly relatives or those who have difficulty standing. The family must provide the food, drink, plates, utensils, etc. and clean up after the hour unless the family elects to choose these services for an additional fee below.

A Lawn "simple kiddush" will not incur any additional charge unless a tent is erected. All lawn events with tents will incur a tent charge of \$200. The family is also responsible for

obtaining the tent and arranging for it to be erected and dismantled. The tent must be firmly secured and insured.

A “simple kiddush” also includes security and room set up. Please be sure to advise our office manager how many people/food you expect and how you would like the Social Hall walls configured. The “simple kiddush” does not include wait staff, extra tables/chairs, clean up, or the use of our kitchen, its supplies or equipment or A/V equipment.

Some families may choose to pay for additional services as follows:

Disposable utensils, cups:

Up to 50 guests : \$100

50-150 guests: \$150

150+ guests: \$200

Coffee Percolator/Hot Water:

\$25 per machine (coffee and fixings not included)

Clean up Fee:

Up to 50 guests: \$300. Over 50 guests: \$500

Additionally, any vendor working on site must also provide their official Certificate of Insurance naming the Temple as an additional insured by email to admin@betheljc.org a minimum of 5 business days prior to the event. Unless your catering is a simple food delivery, your caterer will need to supply this as well.

More Robust Events:

You may also decide that you would like a more robust event that includes the use of the kitchen, is longer than one hour, is a sit-down event, includes our audio/video equipment, or one that is private. We are pleased to offer our social hall and facilities for such an event. However, that is not included in your b’nai mitzvah fee.

For an event such as this, a \$360 deposit is required to hold a date, which must be confirmed with a signed contract no later than 30 days before the event. This deposit is refundable if cancellation of the date is received within 30 days of the event. All renters must provide a 25% security deposit payable upon signing the contract, no later than 30 days before the event. The balance is due 2 business days prior to the event. Our Social Hall has a maximum capacity of 235 people. Seating charts with various table / dance floor configurations are available from our Office Manager.

You will have the choice of renting the Social Hall either with or without the use of the kitchen. The fee without the kitchen is \$2000. With the kitchen, the fee is \$2500. If your event is on the lawn, the fee without the kitchen is \$1000. With the kitchen, the fee is \$1500. For this “robust event package,” you are entitled to a \$500 credit if your event is immediately following a b’nai mitzvah ceremony and your event is open to the congregation.

This fee includes a rental period of 4 hours. Events longer than 4 hours will incur an additional \$200/hour fee for these elements.

This fee also includes basic onsite TBE Staff and mandatory security costs. A 4-hour event includes tables* and chairs, and their set up and break down as well as your choice of room configuration. Our staff will coordinate the setup and breakdown of the tables, chairs and the room configuration of your choosing. If you choose to rent the kitchen, in addition to cleaning up the social area, it is your responsibility to ensure that you or the staff you hire must clean all of the utensils, clean all areas used and remove all unused food. If you would like us to handle the clean up, there is a fee of \$300 for an event with up to 50 guests and a fee of \$500 for over 50 guests. Your rental does not include wait staff or setting tables.

If you choose not to rent our kitchen, food and drink in our Social Hall is limited to cold food/drinks in the state it is delivered on that day. You should plan on bringing your own utensils since those in our kitchen will not be available. Should you like, we are able to provide paper/plastic utensils for \$100 up to 50 people; \$150 for 50-150 people and \$200 for over 150 people.

Our newly renovated kitchen is a warming kitchen from which your caterer may work. It is not a full commercial kitchen with commercial cooking facilities. While it is not a certified kosher kitchen, please be aware and ensure your caterer knows that we do not permit pork or shellfish products in our building. Recipes containing meat should not contain dairy ingredients.

If alcoholic beverages are served, an additional insurance one-day policy or rider is required naming the Temple as an additional insured. This responsibility will be borne entirely by the family and the family is required to show proof of insurance before the event. It will also trigger a security deposit of \$250.

Our Social Hall is furnished with audio and video equipment, including the ability to project films or powerpoint/slide shows. Use of the equipment is available, but requires an additional refundable security deposit of \$500. Additionally, Ben Rauch, our talented keyboard accompanist may be available to play at your event starting at \$350, pending his availability. Please forward requests with a minimum of 3 weeks advance notice to admin@betheljc.org so we can request his services.

Our fees will include security and maintenance personnel. Unless otherwise specified, security personnel will be limited to one armed guard whose sole responsibility will be to guard the building. Regardless of which package you select, our maintenance personnel's responsibilities will be limited to opening and closing the building, setting up/breaking down the room, maintaining restroom supplies and supervising the functioning of the building.

For convenience, here are the 4 options we offer after a sanctuary ceremony as follows to our members only:

Option 1	Option 2	Option 3	Option 4
“Simple Kiddush” post B’nai Mitzvah Ceremony	Robust Package- <u>No</u> Kitchen facilities	Robust Package- <u>With</u> Kitchen facilities	“Simple Kiddush” post <u>Non-B’nai</u> Mitzvah Ceremony, i.e. Simchat Bat, Brit
Included in your B’nai mitzvah fee, but requires a \$1,500 deposit**	Social Hall: \$2000 (Lawn: \$1000)	Social Hall: \$2500 (Lawn: \$1500)	\$700 Requires \$1300 deposit*
May be held in the Social Hall or on the Lawn. **	May be held in Social Hall or on the Lawn**	May be held in Social Hall or on the Lawn**	May be held in Social Hall or on the Lawn**
Limited to 1 hour after ceremony	4 hours	4 hours	Limited to 1 hour after the ceremony.
Must be open to the entire congregation	May be private	May be private	May be private
Not a sit-down meal. Only Food serving tables are provided. Choice of room configuration.	Tables* and chairs provided. Choice of room configuration.	Tables* and chairs provided. Choice of room configuration.	Not a sit-down meal. Only Food serving tables are provided. Choice of room configuration.
Cold, pre-prepared food and drinks delivered that day only.	Cold, pre-prepared food and drinks delivered that day only.	Hot or cold food and drinks	Cold, pre-prepared food and drinks delivered that day only.
Does not include use of the kitchen, equipment or refrigeration.	Does not include use of kitchen, equipment or refrigeration.	Caterer’s or your full use of kitchen facilities.	Does not include use of the kitchen, equipment or refrigeration.
Clean up, and disposable tableware materials offered for an additional fee: <u>Clean up fee (for any rental):</u> Up to 50 guests: \$300. Over 50 guests: \$500wss <u>Disposable Utensils, plates, cups, etc. (for any rental):</u> Up to 50 guests\$100 50-150 guests: \$150 150+ guests: \$200 <u>Coffee Percolator/Hot Water: \$25</u> per machine (coffee and fixings not included)	Clean up and disposable tableware offered for an additional fee. Tables & chairs are included in the rental. <u>Clean up fee (for any rental):</u> Up to 50 guests: \$300. Over 50 guests: \$500wss <u>Disposable Utensils, plates, cups, etc. (for any rental):</u> Up to 50 guests\$100 50-150 guests: \$150 150+ guests: \$200 <u>Coffee Percolator/Hot Water: \$25</u> per machine (coffee and fixings not included)	Clean up and disposable tableware offered for an additional fee. Tables & chairs included in the rental. Kitchen supplies included.	Clean up, and disposable tableware materials offered for an additional fee: <u>Clean up fee (for any rental):</u> Up to 50 guests: \$300. Over 50 guests: \$500wss <u>Disposable Utensils, plates, cups, etc. (for any rental):</u> Up to 50 guests\$100 50-150 guests: \$150 150+ guests: \$200 <u>Coffee Percolator/Hot Water: \$25</u> per machine (coffee and fixings not included)

*Temple Beth-El can supply as many as (22) 8’ rectangular tables; (7) 5” round tables, (7) 5’ rectangular tables and 150 chairs. Additional tables needed must be rented separately by licensee.

**Deposit is fully refundable after the event if all the requirements of a “Simple Kiddush” are met (e.g., There were no extra tables/chairs added; no longer than 1 hour; didn’t use the kitchen if not contracted, cleaned, up.)