

PRIVATE WEDDING / BAR / BAT MITZVAH PARTY RESERVATION REQUEST

Approximately 6 hours, taking place anytime Sun-Fri (through Fri sundown) or after 2 pm on Shabbat

I (we) _____ wish to reserve the facilities of Congregation Beth El (CBE) for the occasion and date described below:

I (we) agree to the fees and charges as set forth by CBE, and further agree to abide by the building rules and regulations set forth by CBE.

I (we) request permission to use CBE's facilities as listed below.

I (we) agree to abide by CBE's rules and regulations regarding use of the facilities and to be responsible for any expense incurred by CBE due to either (a) the failure to abide by CBE's rules and regulations, or (b) any damage to CBE which, in either case is not covered by the insurance of the subcontractors (eg. caterer, photographer, etc.) employed by me (us). I (we) understand that each subcontractor must provide a certificate of insurance to CBE.

This request is not guaranteed until confirmed in writing by CBE's Authorized Agent. Please sign and return one copy of this application with a nonrefundable deposit of \$750. The remaining balance is due in full 2 weeks (14 days) prior to the date of the event.

Name: _____
 Daytime Phone: _____ Evening Phone: _____
 Email Address: _____
 Event Day and Date: _____ Number of Guests: _____
 Starting Time of Event: _____ End Time of Event: _____

Will Food Service or Catering be required? Yes _____ No _____

Name of Caterer: _____ Telephone: _____

Food costs are determined by you and your caterer and will be billed directly to you by your caterer. You must notify the office two weeks prior to your event.

Areas of Synagogue Requested and Fees (please indicate):

	<u>Member</u>	<u>Non-Member</u> ⁽²⁾
_____ Social Hall ⁽¹⁾	\$700	\$1,200
_____ Custodial Fee (required)	\$150	\$150
_____ Use of CBE Dinnerware (Fleishik)	\$150	\$250
_____ Front Lobby	\$150	\$250
_____ Garden Room	\$150	\$250
_____ Small Sanctuary	\$300	\$400
_____ Professional Fee, if services required (Paid directly to Rabbi)	\$0	\$300
_____ Suggested Minimum Donation to Rabbi's Discretionary Fund and/or any of CBE's other Tribute Funds	\$100	\$100

⁽¹⁾ Includes use of kitchen by one of CBE's approved kosher caterers; use of large sanctuary is included for wedding ceremony if applicable. Additional charge of \$25 per hour if supplemental kashrut supervision is required through CBE.

⁽²⁾ \$500 may be applied to new membership dues for up to six weeks after the marriage.

 Agreed to by Applicant Date

 Accepted by Congregation Beth El – Authorized Agent Date

NON-SHABBAT ROOM RESERVATION REQUEST

Event up to 3 hours

I (we) _____ wish to reserve the facilities of Congregation Beth El (CBE) for the occasion and date described below:

I (we) agree to the fees and charges as set forth by CBE, and further agree to abide by the building rules and regulations set forth by CBE.

I (we) request permission to use CBE's facilities as listed below.

I (we) agree to abide by CBE's rules and regulations regarding use of the facilities and to be responsible for any expense incurred by CBE due to either (a) the failure to abide by CBE's rules and regulations, or (b) any damage to CBE which, in either case is not covered by the insurance of the subcontractors (eg. caterer, photographer, etc.) employed by me (us). I (we) understand that each subcontractor must provide a certificate of insurance to CBE.

This request is not guaranteed until confirmed in writing by CBE's Authorized Agent. Please sign and return one copy of this application with a nonrefundable deposit of \$100. The remaining balance is due in full 2 weeks (14 days) prior to the date of the event.

Name: _____
Daytime Phone: _____ Evening Phone: _____
Email Address: _____
Event Day and Date: _____ Number of Guests: _____
Starting Time of Event: _____ End Time of Event: _____

Will Food Service or Catering be required? Yes _____ No _____

Name of Caterer: _____ Telephone: _____

Food costs are determined by you and your caterer and will be billed directly to you by your caterer. You must notify the office two weeks prior to your event.

Areas of Synagogue Requested and Fees (please indicate):

	<u>Member</u>	<u>Non-Member</u>
_____ Social Hall ^(1, 2)	\$250	\$450
_____ Use of CBE Dinnerware (Fleishik)	\$150	\$250
_____ Professional Fee, if services required (Paid directly to Rabbi)	\$0	\$250
_____ Suggested Minimum Donation to Rabbi's Discretionary Fund and/or any of CBE's other Tribute Funds Recommended for all Simchas (Bris, Baby Naming, Pidyon Ha'ben, Upshirin, etc.)	\$100	\$100

⁽¹⁾ \$100 discount if Simcha is open to Congregation and invitation is included in weekly announcements.

⁽²⁾ Includes custodial fee and use of kitchen by one of CBE's approved kosher caterers. Additional charge of \$25 per hour if supplemental kashrut supervision is required through CBE.

Agreed to by Applicant _____ Date _____

Accepted by Congregation Beth El – Authorized Agent _____ Date _____

SHABBAT MORNING LUNCHEON SPONSOR

No private events

Congregation Beth El prides itself on the fact that we provide a full luncheon for all of our congregants in attendance on every Shabbat morning. If you wish to celebrate a *Simcha* with us, whether a Bar/Bat Mitzvah, Baby Naming, Special Anniversary, Birthday, Graduation or just because, you may do so by sponsoring all or part of our Shabbat luncheon as follows:

If you are inviting 15 or fewer guests: \$300 minimum up to \$600 for full sponsorship

We will request of our caterer to serve our regular Shabbat luncheon (we estimate 80 congregants per Shabbat, on average) plus accommodations for up to an additional 15 people.

If you are inviting 15 or more guests: \$700 sponsorship **Plus**
\$9 for each invited guest over 50

We will request of our caterer to serve our regular Shabbat luncheon (we estimate 80 congregants per Shabbat, on average) plus accommodations for all of your invited guests.

Alternatively, arrangements can be made directly with an approved kosher caterer, **provided that accommodations are made for at least 80 congregants in addition to all of your invited guests.**

Additional rental fee of \$150 for use of CBE's dinnerware (Fleishik).

Additional charge of \$25 per hour if supplemental kashrut supervision is required through CBE.

FRIDAY NIGHT ONEG SPONSOR

No private events

Congregation Beth El prides itself on the fact that we provide a substantial Friday night Oneg for all of our congregants in attendance on every Kabbalat Shabbat. If you wish to celebrate a *Simcha* with us, whether a Bar/Bat Mitzvah, Baby Naming, Special Anniversary, Birthday, Graduation or just because, you may do so by sponsoring our Oneg as follows:

If you are inviting 15 or fewer guests: \$150

We will request of our caterer to serve our regular Oneg (we estimate 15 congregants per Kabbalat Shabbat, on average) plus accommodations for up to an additional 15 people.

If you are inviting 15 or more guests: \$150 sponsorship **Plus**
\$9 for each invited guest over 15

We will request of our caterer to serve our regular Oneg (we estimate 15 congregants per Kabbalat Shabbat, on average) plus accommodations for all of your invited guests.

Alternatively, arrangements can be made directly with an approved kosher caterer, **provided that accommodations are made for at least 15 congregants in addition to all of your invited guests.**

Additional rental fee of \$150 for use of CBE's dinnerware (Fleishik).

Additional charge of \$25 per hour if supplemental kashrut supervision is required through CBE.

FUNERALS

Members or first degree relatives of members only; Congregation Beth El will consider the use of Congregation facilities for a funeral of non-members on rare occasions. To be considered, the requesting party must show a direct and immediate connection of the deceased to the Congregation and must demonstrate that fairness dictates that the deceased be treated as a member.

Sanctuary Fee \$400

Custodial Fee \$100