

Event Planning Handbook



Temple Shir Tikvah
34 Vine Street
Winchester, MA 01890

Updated January 2020

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Introduction

This guide describes the facilities at Temple Shir Tikvah that may be used for private functions, including B'nei Mitzvahs, weddings, funerals, and meetings. It also explains what resources the Temple has available to renters, as well as logistical and procedural information. Along with this handbook, our Temple staff and Office Manager will provide further assistance to ensure that your event is a success.

Having your Party at the Temple

Here are some things to consider!

- Parties at the Temple tend to be very personal and relaxed
- Sanctuary turns into a beautiful, sun-lit party space with scenic views
- Oneg room is a great space for a kid's party as well as a dining space
- Porch has a great view of Wedge Pond for use in early spring, summer and fall
- Back yard, lower porch and deck are intimate outdoor spaces for a barbecue or kid's activities
- Chairs and tables of various sizes, audio-visual, chuppah poles are available for your use
- For B'nei Mitzvah, the Temple is convenient and solves transportation problems to another venue, especially during inclement weather
- Our vendor notebooks in the Temple library provide the names of many caterers and DJs, many of which are familiar with the Temple's logistics
- You can serve alcoholic beverages; just obtain a one-day liquor license from the Winchester Town Hall

Application

The first step in scheduling a private function is to contact the Temple office, so that we can determine if space is available and whether our facilities will accommodate your function needs. The next step for any member or non-member planning a private function is to complete a **Building Use Application**. This application must be returned to the Temple office with the associated deposit no later than 30 days before the event. See **Appendix A**.

If a caterer is being used, a **Caterer's Agreement** must also be completed. See **Appendix B**. The Caterer's Agreement must be accompanied by a Certificate of Liability Insurance and a security deposit provided by the caterer. The caterer's agreement must be returned to the Temple office no later than 10 days before the event.

Shabbat Dinners and Oneg

Friday night services can be a special time for families who are celebrating a life-cycle event, such as Bar/bat Mitzvah, weddings, or anniversary. Families may want to have a private dinner in the oneg room prior to Shabbat services.

Shabbat Family Dinner

Sponsoring the Oneg for the Friday night before the Bar or Bat Mitzvah. Approval is based on the availability of the space. Requests for use of the oneg room for private dinners may be made by contacting the Temple office no more than 6 weeks before the requested date. The maximum number of guests is 60.

Our custodian will set up round tables and chairs for the private dinner. In addition, there will be 2 buffet tables available for a food buffet. Families must provide all tableware, including tablecloths, for their guest and buffet tables. Families are also required to clean up after dinner and remove all trash associated with their event before the start of services.

Sponsoring the Oneg

On special occasions (B'nei Mitzvah, anniversary, baby naming, wedding, birthday), members and guests can sponsor the Friday night oneg that is held after Shabbat services. On average, 80 people attend the service and oneg on Friday nights. Tony (our facilities person) sets up 2 rectangular tables with table cloths, kiddush cups, napkins, plates, utensils and a challah tray/cover. Other people attending services may also bring food for the oneg. Someone at the oneg will pour the wine and juice.

If you want to sponsor the oneg, you should bring:

- 2 challahs
- Oneg finger food.

Oneg finger foods can consist of dairy/vegetarian items only (no meat or shellfish), e.g.

- desserts (cookies, brownies, cupcakes, coffee cake, etc.)
- fresh fruit or dried fruit, cut into mouth-size pieces
- cheese and crackers
- hummus/dip/salsa and veggies
- nuts, mixed nuts, trail mix
- **NO RAW ONIONS (Rabbi Cari has a severe allergy that triggers migraines)**

All oneg food must be brought to the temple plated. You may use disposal platters/bowls or serve ware that you will take home with you after the oneg. You are welcome to use temple serve ware but come a few minutes before services to plate the food. Temple staff will not plate the food for you.

The Temple office hours on Fridays are 9:00 am – 1:00 pm, so if you would like to bring the food over in the morning, the Temple will be open. Otherwise, you can bring it with you to the evening service and bring it to the kitchen. **If you wish to sponsor an oneg, please contact the Temple office one month prior.**

Event Fees

See Appendix C for all costs associated for member and non-member events. All fees must be paid in full prior to the event, with the exception of any extra custodial hours.

Space Guidelines

See Appendix D for floor plans for the sanctuary, oneg room and other spaces used for events. These are useful in planning out your event set-up of tables and chairs.

Sanctuary

The sanctuary is on the upper floor and can be accessed by both a stairway and an elevator. The sanctuary is approximately 35' x 43' in size. The Temple sanctuary **seats a maximum 170** people with auditorium-style seating, with an aisle down the middle of the room.

Sanctuary as a Function Room

Partitions will be set up in front of the Ark in the Sanctuary for all social functions. This is both to protect the Ark and to separate the spiritual and religious nature of the Torah from the festivity. The area available for social functions is 35' x 40'.

When the sanctuary is converted into a function room, the room can seat **a maximum of 90–100** people. With maximum seating, there is enough space for buffet tables but not for musicians, a DJ or dancing.

The sanctuary floor is carpeted. A wooden dance floor may be rented from a party rentals supplier. However, no dance floor may be present during a religious service, and must be installed after the service has ended.

Oneg Room

The Oneg Room, located on the first floor of the Temple, can be accessed by both a stairway and an elevator. The room is **19' x 44'** in size. The room can be divided into 3 smaller rooms for meetings or smaller functions using built-in partitions. The room accommodates **70 guests seated**. With maximum seating, there is additional room for 2 buffet or presentation tables. The Oneg Room can accommodate a maximum of **110 people standing** with 2 buffet or presentation tables.

Porch/Patio/Yard/Deck

Guests are welcome to use the porch, adjacent to the Oneg room, in nice weather. There is room on the porch to **seat 20 people at tables**. Porch tables and chairs may not be removed or brought into the oneg room. Other tables or chairs cannot be brought onto the porch without prior approval from the Temple Office.

The patio under the porch and the lawn area at the rear of the Temple are also available. The lawn is approximately **25' x 40'** in size; tents may be rented for use in this area. The patio under the porch is **12' x 40'** in size. There is a lower deck adjacent to the yard overlooking Wedge pond that is **12' x 16'** in size.

Foyer

Guests may overflow into the foyer during functions using the Oneg Room. The foyer cannot accommodate more than 20 people at one time. Food buffet tables may be set-up in the foyer as long as the main entrance (fire exit) remains clear.

Conference Room and Library

In the lower level of the building, two rooms are available for meetings; a conference room and the Library. The conference room accommodates 14 people; the library accommodates 14 people around a conference table.

Building Use Rules and Restrictions

The Temple facilities, as well as its congregants, are protected by the following rules and restrictions:

- Smoking is prohibited at all times throughout the building.
- No nails, tacks, screws, tape, or other means of fastening are to be driven into or placed in contact with any surface including walls, windows, floors and furniture.
- No lighted candles may be used in the Temple, except for Shabbat or Havdalah candles.
- Cotton candy machines, fog machines, popcorn machines, beach balls, glitter, feather boa, and any uses of water other than for drinking are prohibited inside the Temple building. If you are planning to have any unusual items or activities similar to those listed above, you must receive written permission from the Temple office.
- Aisles and exit doors must be kept clear. Chairs, decorations, and flowers may not block aisles or exit doors or violate fire laws.
- No equipment owned by the Temple is to be removed from the building at any time. The applicant or organization using the Temple facilities is responsible for any loss, breakage, or damage to Temple equipment and/or property.

Kitchen Use/Kashrut Policy

Kitchen Use

The kitchen is located on the first floor across from the Oneg Room. The kitchen is equipped with three ovens (a double oven and a free-standing range) as well as a refrigerator, sink, garbage disposal, microwave, and dishwasher. Some refrigerator and freezer space is usually available for events.

Caterers are permitted to use the kitchen on a limited basis. It is recommended that any caterer that has not previously done a function at the Temple visit the facility to view the size and location relative to the available work area. There is limited space available in the conference room on the lower level of the building for caterers to use for food preparation.

The Temple custodian is not responsible for cleaning the kitchen after a private function; this is the responsibility of the caterer or renter. The kitchen must be left in the condition in which it was found. This includes removing all trash and washing countertops and the floor if necessary. See the Caterer's Agreement section entitled Caterer Waitstaff Checklist for set-up and clean-up requirements.

Food Restrictions

Temple Shir Tikvah maintains a **dairy** kitchen. No meat may be stored or cooked in the kitchen. Although kosher or non-kosher meat may be served at the Temple, further restrictions apply. In particular,

- Pork and shellfish are not permitted at the Temple.
- Milk products and meat must be served in different courses.
- Milk products and meat must not be cooked together
- **NO RAW ONIONS (Rabbi Cari has a severe allergy that triggers migraines)**

Available Event Resources

All members or non-members renting Temple space have access to the following event resources.

Chairs and Tables

- 210 Chairs
- 9 - 72" round tables, seats 10-11 per table (recommended for the sanctuary)
- 8 – 60" round tables, seats 8-9 per table (recommended for the oneg room)
- 10 - 72" rectangular tables, seats 6-8 per table
- 6 - 48" rectangular tables, seats 4-6 per table
- 1 - 60" rectangular tables, seats 4-6 per table

Porch Chairs and Tables

- 6 wicker lounging chairs
- 4 - 38" round tables
- 20 chairs, 5 for each table

Tablecloths

Damask table cloths are available for use by Temple members. At the completion of the event, each member is responsible for returning them to the Temple fully washed and folded.

- 10 - 70"x104" rectangular, **cream** – for our 5' or 6' rectangular tables
- 10 – 90"x130" rectangular, banquet size (to the floor), **navy blue** – for our 5' or 6' rectangular tables
- 9 - 90" round, **cream** – for our 5' or 6' round tables

Chuppah Poles

Temple Shir Tikvah owns poles for creating a chuppah, a Jewish wedding canopy, as follows:

- There are 4 poles, each 7.5 feet long, that can be hand-held or placed in stands.
- Each pole has a ceramic finial that is very fragile.

- There are 4 pole stands available. The wedding party can also create their own stands using planters and sand.
- Each pole has a loop for attaching a canopy. Each wedding party must provide their own canopy.

Audio/Visual Equipment

The following equipment is available for events:

- 2 permanent microphones on the large podium in the sanctuary
- 1 permanent microphone on the small podium in the sanctuary
- 1 pair of wireless lapel (clip-on) microphones
- 2 hand-held microphones, each with plug-in power cord (not wireless)
- Permanent sound system that can be used for recording or transmitted the audio in/from the sanctuary
- Portable sound system **NEW** - Hisonic HS700 True RMS 75 Watts Rechargeable & Portable PA System with Built-in VHF Wireless Microphones, Bluetooth Connected with Cellphone, Pad, Music Player/Recorder & FM Radio, Remote Control Included, Color Black - Bluetooth and AUX input streaming music from any device such as your mobile phone, notebook, iPhone or iPad, plus plug-n-play USB port and card reader with built-in music player/recorder
- LCD Projector and 5.5' X 6' screen
- DVD Player
- 50" Flat screen TV – portable on display wagon
- 50" flat screen TV in the library – wall mounted

The TV and projector can easily be connected to both PC and MAC laptops, but **renters should bring their own output adapters/cables for their specific computer (especially MACs)**. Our custodian will assist renters with set-up and interfacing of audio equipment. Prior to the event, contact the Temple office to schedule an appointment with the custodian to do a dry-run of your audio/visual set-up.

Custodial Services

Our custodian is always present at the Temple one hour before an event and will leave one hour after an event. If you require additional custodial time, you must arrange for such time with the Temple office no later than ten (10) days before your event. **There is an hourly fee that you will be charged for any additional custodial time.** When you contact the Temple office, you will receive an estimate of custodial costs at that time. You will be billed for the extra custodial hours upon completion of the event. **See Appendix C** for the custodial hourly rate.

The custodian will set up spaces before and clean up spaces after your event. The renter is responsible for all vendors hired by the renter (caterer, florist, etc.) and must insure that the Temple is left in the condition it was found before the event. If the building is left in a condition requiring more than the usual custodial clean up time, the renter will be billed for custodial overtime and/or for outside cleaning help.

Many families wish to compensate the custodian with an “appreciation gratuity.” The Temple maintains no official policy on gratuities; it is left to the discretion of each family.

Caterers

If you are planning to use a caterer or food truck for your event, the Temple office requires that each caterer provide:

- a Certificate of Insurance documenting liquor liability and worker's compensation
- a \$100 security deposit
- Town of Winchester Caterer's Permit
- a signed Caterer's Agreement. **See Appendix B.**

This documentation must be provided to the Temple office no later than 10 days prior to the date of the event. You are responsible for providing your caterer with the forms and ensuring that they are returned on time.

It is best to make arrangements with the Temple office for the caterer to have access to the building prior to your event. The caterer must leave the building within one hour after the conclusion of the event. **Your caterer is responsible for removing all trash and storing it in our disposal sheds located next to the parking lot.**

If the caterer plans to use the conference room on the lower level of the building for food preparation, notify the Temple Office.

Town of Winchester Licenses and Permits

Permits

The Winchester Board of Health requires all caterers and food trucks to obtain permits to work at events located in Winchester. Permit applications are available to food vendors on the web at <https://www.winchester.us/369/Permits>. A copy of any town-required permit must be provided by the food provider to the Temple office at least 10 days before the scheduled event.

Liquor License

Alcohol is permitted for social occasions but should be served in moderation. Alcohol may only be served to persons 21 years of age or over. A One Day Alcoholic Beverage License is required when serving liquor for non-ceremonial purposes. The license must be obtained from the Town Clerk at the Winchester Town Hall no later than 14 days prior to the event. A late fee of \$75 will be assessed for late applications. The application and its cost are available on the web at [Winchester One-Day Liquor License](#). The license must be provided to the Temple office at least 10 days before the scheduled event.

Flowers

Many renters wish to provide floral arraignments for their event. The renter is responsible for scheduling delivery during regular custodial hours; please contact the Temple Office to schedule delivery. All flowers must be removed immediately after the event.

In the sanctuary there are two flower stands on the bimah, one on each side. Each shelf is 12" wide with a circular metal insert, in which a vase would sit, that is 7.75" in diameter. Floral arrangements with some height (vertical rather than horizontal) look the best at the bimah.

There are numerous glass vases available for Temple members to use for floral bouquets. These vases are stored in the foyer end tables. **NO LILIES IN FLORAL ARRANGEMENTS** (Cantor Beth has a severe allergy.)

Vendors

Each renter is required to inform the Temple office of the names of their vendors (florist, DJ, photographers, caterer, etc.) no later than 10 days before the event.

Parking and Safety

Neighborhood Safety

Vine Street is in a **crowded** residential area and all members and their guests need to drive slowly and leave plenty of time to find parking. When you invite guests to the Temple, please give them this information with any directions you are providing them.

Temple Parking

There is a total of 14 spaces. One space is handicapped parking. Three spaces are reserved for the Rabbi, Cantor, and custodian. Ten spaces are available for general parking.

First Congregational Church Parking

The First Congregational Congregational Church lot on Vine Street is often available for b'nei mitzvah and special events upon request by Temple Shir Tikvah, for a \$50 fee. The church gives priority to their congregation. The Temple typically puts in a request two weeks before a weekend event. If you would like to the church's lot, please let the Temple office staff know at least three weeks before your event.

Public Parking

Parking meters are checked every day before 6:00 pm but not on Sundays. If a sign is posted for 2-hour parking, that means 2-hour parking, 24 hours per day, 7 days a week. Even though meter

readers may not be on duty, if a resident complains about illegally parked cars, the police can ticket a car residing in a space too long.

As of 1/1/2015, the table below details public parking areas in Winchester center. Go to <https://www.winchester.us/DocumentCenter/View/1054> for a parking map of Winchester Center.



TOWN CENTER PARKING CHANGES

The Town of Winchester is in the process of implementing changes to the on-street and off-street parking regulations in the Town Center. These changes include reduction in on-street time limits from two-hours to one-hour, with some limited 30-minute spaces; as well as implementation of new pay-by-space pay stations at two off-street parking lots. Visit www.winchester.us for more information.

SHORT-TERM PARKING OPTIONS	LONG-TERM PARKING OPTIONS
<ul style="list-style-type: none">• On-street parking spaces (Town Center):<ul style="list-style-type: none">◦ 1-hour spaces and some limited 30-minute spaces.• Combined parking permit/time restricted areas:<ul style="list-style-type: none">◦ <u>3-hour limit:</u><ul style="list-style-type: none">▪ Jenks Parking Lot;▪ Dix and School Streets;▪ Main Street near Stop & Shop;▪ Portions of Vine and Park Streets.◦ <u>2-hour limit:</u> Shore Road near Griffin museum.• Upper Waterfield Parking Lot (2-hour limit).	<ul style="list-style-type: none">• Town Center Pay-by-Space Stations:<ul style="list-style-type: none">◦ Laraway Road & Upper Aberjona Parking Lot.◦ \$1 per hour, Monday – Friday, 8am to 6pm.◦ No maximum time restriction.• Commuter Parking Options:<ul style="list-style-type: none">◦ Town Center Business employees may obtain a free parking permit at Town Hall.◦ Resident commuters may purchase a permit for \$125 per quarter.◦ Wedgemere pay station - \$1 per hour up to \$5 per day.

Winchester Annual Events

ENKA Fair Parking

The ENKA Fair is scheduled every year in Winchester to occur on the **weekend before Memorial Day weekend**. There is a parade that starts at 9:00 am and ends by 10:00am. The parade departs from Winchester High school and proceeds through Winchester Center and concludes at the EnKa fairgrounds, where the opening ceremonies are held outside of Town Hall. The fair is centered on the parking lot opposite the Town Hall as well as the high school lots. The

Aberjona lot opposite the post office and the other lot next to the RR station across from the town common should have spaces free that day.

Winchester Town Day

Town day is typically schedule for **the first Saturday in June**. Events are scheduled from 9:00am – 4:30pm in the town center, blocking several streets. Vine Street is directly accessible from Main Street at the corner by Fells Hardware. Parking on residential side streets, e.g., Dix Street and beyond, is a good option. In the evening, streets are not blocked, but musical concerts on the Mill Pond and a fireworks display at Manchester field are yearly scheduled events.

Farmers Market

The Winchester Farmers Market typically **begins the second weekend in June** on Saturdays and takes place on the town common between Laraway Road, Church Street, and Waterfield Road. Farmer's Market starts at 9:30am.

Private Parking

The parking lot behind the Winchester Savings Bank is private property and is “by permit only”, issued by the bank. However, any member family that is having an afternoon B’nei Mitzvah may contact the bank to request parking. The Bank Security Officer, Rich Jordan, may be reached at 781-721-4183. Parking arrangements with the bank are on an individual basis, not through the Temple office. **Please only use the bank’s rear lot behind Theater Mobil Gas Station and do not park in their side lot near the bank entrance.**

Appendix A: Building Use Application

This form and a deposit must be returned **no later than 30 days** after you receive date confirmation from the Temple Office. Your date will not be held for you unless this form and deposit are received.

Name: _____

Address: _____

Phone: _____ **Email:** _____

Type of Function: _____

Date of Function: _____ **Time of Function:** _____ (start) to _____
(finish)

Estimated Number of Guests: _____

Other Contacts (Caterer, vendors, photographer, etc.):

Name	Duty	Contact

If not provided above, please send vendor information no later than two weeks before your event.

Facilities Requested (check all that apply):

Sanctuary

Oneg Room

Kitchen

Other (porch, patio, lawn, library, etc. – please specify: _____)

Setup Notes and/or Diagram:

Terms and Conditions

Payment

I will pay a deposit of 50% of the above balance within 30 days of receiving my date confirmation, and pay the remaining 50% of the balance by 30 days before my event. I understand that my date may not be held if I do not keep my commitment to this timeline.

Cleanup

I will leave the building clean and in good condition. I understand that if the building requires an unusual amount of cleaning after my event, I will be charged for staff overtime or outside cleaning help.

Building Access, Custodial Services, and Extra Time

I understand that I can access the Temple building and use the custodian's help starting one hour before my event, and ending one hour after my event. I will make sure my guests and vendors begin departing at my event's end time. If I need more time in the building, or more help from the custodian -- either before or after my event -- I will let the Temple know in advance, and pay for the extra time at \$60/hour.

Room Capacities

_____ I will stay within all the Temple's room capacities:

Ceremony: 170 Seated

Oneg Room Reception: 70 Seated / 110 Standing

Sanctuary Reception: 100 Seated / 150 Standing

Setup Information Deadline

_____ I will provide setup information (final guest count, layout of tables and chairs, etc.) at least seven days before my event.

Liability

_____ I agree that Temple Shir Tikvah is not responsible for any loss of, or damage to, personal property or for any injuries suffered by any person(s) or their guests using the Temple facilities.

Cancellation:

_____ I understand that my deposit is refundable, minus a \$100 administrative fee, up to 6 months before the event upon cancellation notice to the Temple Office.

_____ I understand that the Temple has the right to change, modify or cancel this agreement by sending thirty (30) days written notice to me. Such changes and modifications shall be deemed to be accepted by me unless the Temple receives written notice to the contrary within the (10) business days thereafter. In the event either party cancels this agreement, there shall be no liability resulting thereby. There is no other agreement or contract between the parties other than as herein set forth.

Payment

Balance Due: _____ (Consult the Event Fees on Page 2)

Amount to pay now: _____ (Minimum 50% deposit)

_____ Check enclosed _____ Please charge the following credit card:

Visa

MasterCard

Discover

Name on Card: _____

Card Number: _____

Expiration Date: _____ **Security Code:** _____

Signatures

A signed copy of this agreement will be returned to you by the Temple Office on receipt of this form and associated deposit.

Applicant's Signature: _____ Date: _____

Authorized Representative of

Temple Shir Tikvah: _____ Date: _____

Please return this signed form to:

Temple Shir Tikvah
34 Vine Street
Winchester, MA 01890
(781) 729-1263 (781) 729-1363 fax

=====

For Office Use Only:

Check/credit card payment received: _____ Date: _____

Balance remaining: _____ Date Due: _____

Balance received: _____ Date: _____

Appendix B: Caterer's Agreement

Criteria

A Caterer's Agreement is required for any private event at the Temple that meets the following criteria:

- Food is prepared by an outside Caterer that requires Caterer's personnel to arrange and/or serve it,
- and/or food prepared by an outside Caterer that requires use of the Temple kitchen or the Temple preparation area by the Caterer's personnel.

A Caterer's agreement is not required for simple food deliveries such as pizza, fast food, and food platters. A Caterer's Agreement should be provided to the Caterer as soon as the Renter has decided on one. If the Caterer is not providing staff during the function, it is the responsibility of the Renter to provide other personnel to assist with any set-up and clean-up as required by this agreement.

Renter and Caterer Information

Renter Name (please print): _____

Date of Function: _____ Duration of Function: _____

Caterer's Name: _____

Caterer's Address: _____

Caterer's Phone Number: _____

Time of Arrival: _____ Time of Departure: _____

This agreement is made between _____, hereafter referred to as "the Caterer," and Temple Shir Tikvah, hereafter referred to as "the Temple."

Visits:

It is recommended that any Caterer that has not done a function at the Temple previously should visit the facility to view the function spaces relative to the available work areas in the kitchen and lower-level conference room. Contact the Office Manager to schedule a visit.

Terms and Conditions

The Caterer must provide this **Agreement**, along with a **Security Deposit** and a **Certificate of Insurance**, to the Temple office no later than **10 days** before the event. The Renter is responsible for providing the Caterer with all forms and information, and for ensuring that forms and deposits are provided to the Temple Office on time. Otherwise, the Caterer may be denied access to the building if this information is not provided to the Temple Office on time.

If the Renter has not indicated the name of the Caterer on his Building Use Application, then the Caterer's name, as well as the **estimated** number of guests, must be provided to the Temple Office at least 10 business days before the event. **Temple room capacities may not be exceeded at any time, and it is the responsibility of the Renter to ensure that these limits are not exceeded.**

1. The Caterer will not have access to the Temple facilities prior to the date of the function. The Caterer cannot arrive earlier than **one hour** prior to the function and must depart the premises no later than **one hour** after the conclusion of the function, unless other written arrangements have been made with the Temple Office.
2. With the exception of the tables and chairs owned by the Temple which are available for use, the Caterer will supply everything required for the function. The Caterer will not use any of the Temple's other property, except as specifically provided by this Agreement.
3. The Caterer shall designate an authorized representative (On-site Wait Staff Supervisor) who shall be present at all times to supervise their staff and the use of the Temple facilities for the duration of the function. The Temple custodian shall act as the Temple representative.
4. The Caterer is responsible for the quiet and orderly conduct of its staff while using the Temple facilities.
5. The Caterer agrees to abide by the following House Rules:
 - (a) Smoking is prohibited at all times throughout the Temple building.
 - (b) No nails, tacks, tape, screws, or other means of fastening are to be driven into or placed in contact with any surface, including walls, windows, floors and furniture.
 - (c) Aisles and exit doors must be kept clear. Chairs, decorations and flowers may not block aisles or exit doors or violate fire laws.
 - (d) No vehicles may be parked so as to obstruct the passage of an emergency vehicle or to block exits.

6. The kitchen is a dairy kitchen and may only be used for dairy/pareve food.

FOOD RESTRICTIONS:

- Pork and shellfish are not permitted.
- Only fish that has fins and scales is permitted.
- Milk products and meat may not be served in the same course.
- Milk products and meat may not be cooked together.
- Meat is not required to be Kosher
- NO RAW ONIONS (Rabbi Cari has a severe allergy that triggers migraines)

If the Caterer or Renter has any questions concerning about any of these rules and restrictions, contact the Temple Office.

7. The Temple will place tables and chairs in the Oneg Room based on the set-up diagram provided by the Renter or caterer prior to the event. All further set-up must be completed in a manner that does not interfere with any services or activities that may be in session. The Temple is responsible for breaking down all tables and chairs at the completion of the event.
8. If the Sanctuary is used as a function room immediately upon the completion of a service, the Caterer is required to assist the custodian with set-up and arrangement of tables and chairs (based on the set-up diagram provided by the Renter or Caterer prior. Assistance from the caterer's staff is required for a speedy turn-around of the space). *****If the Caterer's staff is unable to assist with this set-up for any reason, it is the responsibility of the Renter to provide additional personnel to assist the Temple custodian.*****
9. **It is the responsibility of the Caterer's staff to perform the duties listed in the checklist below:**

Caterer/Wait Staff Check List

It is the responsibility of the On-site Wait Staff Supervisor to review this checklist with our custodian upon arrival and departure to ensure the Temple is left in its original condition. It is the supervisor's responsibility to ensure all tasks itemized on the checklist are completed.

Caterer's Name: _____ **Arrival Time:** _____

Food Delivery Vendor: _____ **Delivery Time:** _____

On-site Wait Staff Supervisor's Name: _____

Function Halls (Sanctuary and Oneg Room)

- Assist with set-up of all chairs and tables and tableware
- Prepare, present, and serve all food
- Remove all unused food and tableware
- Remove all flowers and decorations
- Remove all rentals (pick-up area is lower level conference room)
- Clean floor (pick up trash/sweep floor)
- Assist with break-down and storage of all chairs and tables
- Remove all trash and place in disposal shed

Kitchen

- Remove all unused food
- Sweep and wash floor
- Clean all counters, Temple equipment and stove-top
- Remove all trash and place in disposal shed

Rentals Storage/Caterer's Work Area (Lower Level Conference Room)

- Remove all unused food
- Remove all trash and place in disposal shed
- Sweep the floor
- Clean all work tables provided by Temple
- Organize rentals for pick-up

Certificate of Insurance, Town Permit and Security Deposit

In addition to this agreement, the Caterer agrees to provide the Temple with a current **Certificate of Insurance**. This certificate should show proof of liability insurance, including product coverage and liquor liability coverage, of at least \$1,000,000; and worker's compensation coverage of at least \$500,000. In addition, the Caterer shall provide a **\$100 Security Deposit** to cover potential damages to the Temple. This deposit will be in the form of a check payable to Temple Shir Tikvah. Unless other arrangements have been made, the Security Deposit will be refunded within 30 days following approval by the Temple. The Caterer must provide the Temple with a copy of the Town of Winchester Caterer's permit.

Right of Cancellation

The Temple reserves the right to refuse admittance to any Caterer who fails to comply with the rules stated herein.

Signatures

Signature Renter: _____ Date: _____

Authorized Signature of Caterer: _____ Date: _____

Please return this signed form to no later than 10 days before the event:

Temple Shir Tikvah
34 Vine Street
Winchester, MA 01890
(781) 729-1263 (781) 729-1363 fax

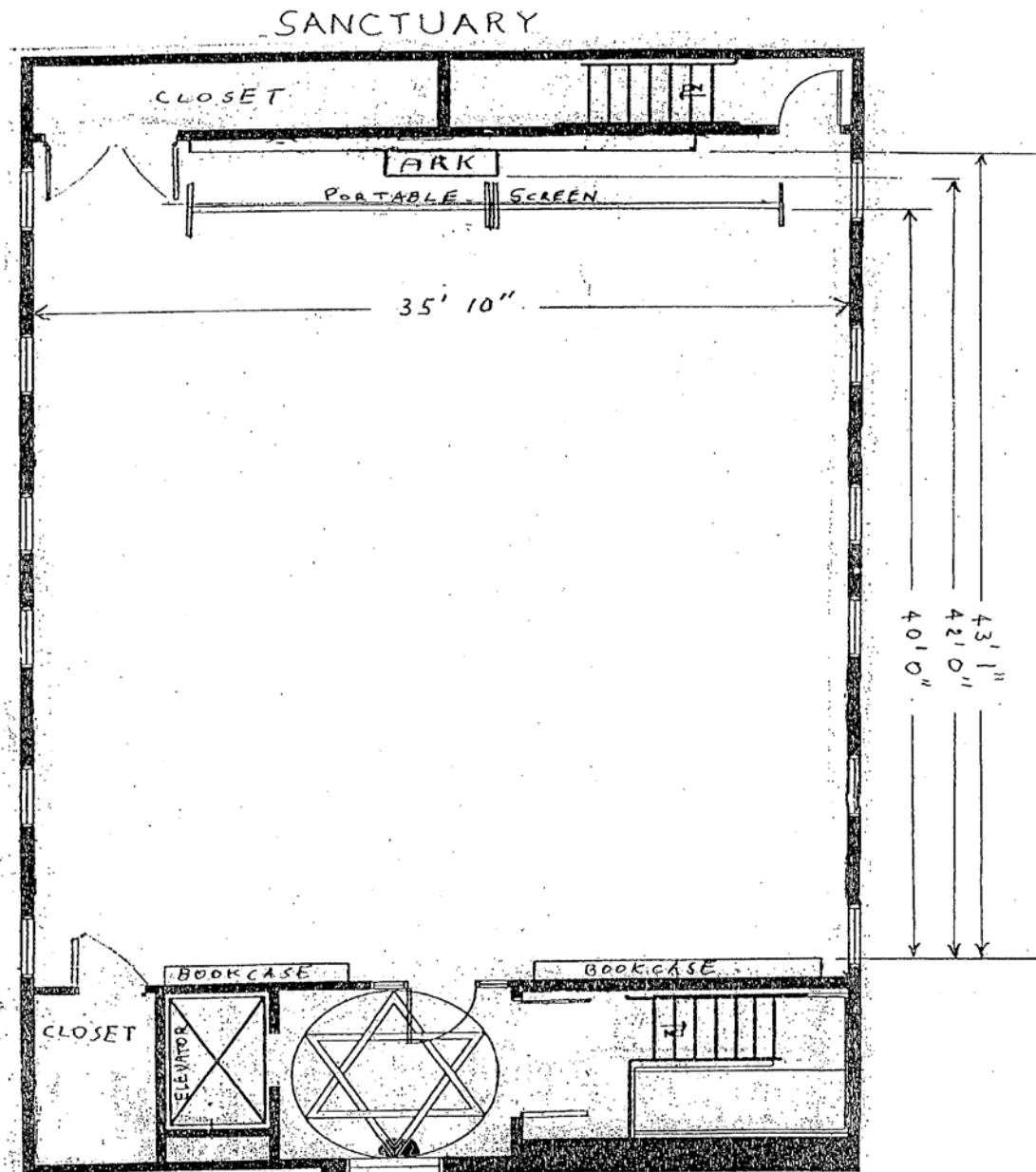
Appendix C: Event Fees

Each of these fees includes increased overhead for use of the building and custodial services for one hour prior and one hour after the event. If additional custodial time is needed, an hourly fee will be charged (See below). Options 1-4, 7 and 9 include use of Sanctuary for the service. All fees are subject to change.

<u>Events</u>	Members	Non-Members
1. Basic B'nei Mitzvah includes use of kitchen and Oneg Room for 1-hour Kiddush	<i>No Charge</i>	\$800
2. B'nei Mitzvah with Extended Kiddush includes use of kitchen and Oneg room for 2-hour maximum Kiddush	\$125	\$900
3. B'nei Mitzvah plus kitchen and Oneg Room for 4-hour maximum luncheon or dinner	\$300	\$1100
4. B'nei Mitzvah plus kitchen with Oneg Room and Sanctuary as function rooms for 4-hour maximum luncheon or dinner	\$450	\$1400
5. Oneg Room and kitchen for luncheon or dinner (4-hour maximum)	\$425	\$675
6. Sanctuary and kitchen for luncheon or dinner: no service (4-hour maximum)	\$675	\$1000
7. Baby naming during regular service	<i>No charge</i>	\$250
8. Specially scheduled baby naming (3-hour maximum) with use of kitchen and Oneg room	\$300	\$600
9. Weddings:		
a. Ceremony only (4-hour maximum building use)	\$350	\$1600
b. Ceremony plus short reception (5 ½ hour-maximum building use)	\$475	\$1900
c. Ceremony plus kitchen and Oneg room for luncheon or dinner reception (7-hour maximum building use)	\$650	\$2300
d. Ceremony plus kitchen with Oneg room and sanctuary as function rooms for luncheon or dinner (7-hour maximum building)	\$800	\$2500
10: Shabbat Family Dinner (use of the oneg room from 6:00-7:15pm)	\$125	N/A
11. Meetings (Library or Conference room) (maximum of 16 people)	\$60/hour	\$60/hour
12. Additional Custodial Services (per hour)	\$60/hour	\$60/hour
13. Funerals and Memorial Services The availability of the Temple for funerals is limited due to the size of the doorways and the elevator. Please contact the Temple Office.	<i>No Charge</i>	\$60/hour
14. Use of parking lot at First Congregational Church	\$50	\$50

Appendix D: Floor Plans

Sanctuary



Oneg Room, Main Lobby, Kitchen and Porches

