**TEMPLE EMANU-EL**

**CONTRACT FOR USE OF TEMPLE FACILITIES**

**B’NAI MITZVAH**

Name of Bar/Bat Mitzvah: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Member/Parents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell)­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

Caterer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Florist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. Shabbat Congregational Kiddush:**

❑ **Catered Kiddush - No Room or Tablecloth Rental Charge -** Family privately hires a caterer to provide Kiddush for 150 congregants plus invited guests; for people using a caterer who is **not an officially recognized Kosher caterer, a Mashgiach fee *WILL* apply**. **There is a $30 PER HOUR Mashgiach fee**.

❑ **Temple Supplied Kiddush** **For families staying for Kiddush** **- $1,800 - No Room or Tablecloth Rental Charge.** Price is for 150 congregants + the first 50 invited guests; then **$12.00 pp after 200. Additional fees will apply for special food requests and staffing.**  Kiddush fixed menu, Temple prepared. Buffet style.

❑ **Temple Kiddush for the congregation – supplied by families who are leaving after Services and not having their guests partake in Kiddush - $1,275**

❑ **Self-Catered** **- No Room or Tablecloth Rental Charge. There is a $30 PER HOUR Mashgiach fee**

❑ **Kiddush Donation for families of Evening B’nai Mitzvah. (Optional) Donation Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE NOTE:**

**For Self Cookers and people using a caterer not officially recognized as a Kosher caterer: There is a $30 PER HOUR Mashgiach Fee. A Mashgiach is someone who ensures the Kashrut of our kitchen and is necessary to be in the kitchen at all times, for food preparation cooking, serving and clean up.**

# Additional Costs

🗹 Janitorial Gratuity $ 65

❑ Confetti Air Filter Fee $25

❑ Mashgiach Fee $30 PER HOUR

❑ Rental Receiving and Packing Fee $50

❑ Sponsor Pulpit Flowers through Temple $100

Sub Total for Shabbat Kiddush $\_\_\_\_\_\_\_\_\_\_\_\_

**II. For Private Events Related to Bar/Bat Mitzvah:**

**PLEASE NOTE:**

**For Self Cookers and people using a caterer not officially recognized as a Kosher caterer: There is a $30 PER HOUR Mashgiach Fee. A Mashgiach is someone who ensures the Kashrut of our kitchen and is necessary to be in the kitchen at all times, for food preparation cooking, serving and clean up.**

**A. Friday Night Dinner**

**Room Rental Rates**

❑ Meeting House, the Foyer, Main Kitchen $550

❑ Meeting House Foyer, Main Kitchen $475

❑ Vestry, Main Kitchen $475

❑ Vestry, Small Kitchen $400

❑ Sisterhood Lounge, Main Kitchen $350

❑ Sisterhood Lounge, Small Kitchen $300

❑ Vestry (as adjunct space) $275

❑ Sisterhood Lounge (as adjunct space) $225

# Additional Costs

❑ Confetti Air Filter Fee $25

❑ Rental Receiving and Packing Fee $50-100 depending on amount

❑ Dish Rental (with Glasses) $ 8.00 per setting

❑ Tablecloth Rental $5.00 per table

❑ Mashgiach (If Temple Supplied) $ 30 PER HOUR

🗹 Janitorial Gratuity $ 65

❑ Matron/Coat Check to be billed after affair @ hourly rate

❑ Security to be billed after affair @ hourly rate

**Sub Total for** Friday Night Dinner  **$\_\_\_\_\_\_\_\_\_**

**B. Saturday Night Dinner/Party**

**Room Rental Rates**

**PLEASE NOTE:**

**For Self Cookers and people using a caterer not officially recognized as a Kosher caterer: There is a $30 PER HOUR Mashgiach Fee. A Mashgiach is someone who ensures the Kashrut of our kitchen and is necessary to be in the kitchen at all times, for food preparation cooking, serving and clean up.**

❑ Meeting House, the Foyer, Main Kitchen $550

❑ Meeting House Foyer, Main Kitchen $475

❑ Vestry, Main Kitchen $475

❑ Vestry, Small Kitchen $400

❑ Sisterhood Lounge, Main Kitchen $350

❑ Sisterhood Lounge, Small Kitchen $300

❑ Vestry (as adjunct space) $275

❑ Sisterhood Lounge (as adjunct space) $225

# Additional Costs

❑ Confetti Air Filter Fee $25

❑ Rental Receiving and Packing Fee $50-100 depending on amount

❑ Dish Rental (with Glasses) $ 8.00 per setting

❑ Tablecloth Rental $5.00 per table

❑ Mashgiach (If Temple Supplied) $ 30 PER HOUR

🗹 Janitorial Gratuity $ 65

❑ Matron/Coat Check to be billed after affair @ hourly rate

❑ Security to be billed after affair @ hourly rate

**Sub Total for Saturday Night**  **$\_\_\_\_\_\_\_\_\_**

**Shabbat Kiddush Subtotal $ \_\_\_\_\_\_**

**Friday Night Dinner Subtotal $\_\_\_\_\_\_**

**Sub Total for Saturday Night $ \_\_\_\_\_\_**

**TOTAL $\_\_\_\_\_\_\_\_\_\_**

**DEPOSIT $\_\_\_\_\_\_\_\_\_\_\_\_**

**BALANCE DUE (PAYABLE 30 DAYS PRIOR) $\_\_\_\_\_\_\_\_\_\_\_\_**

Reservations are not binding and valid unless contract is signed by the Lessee and the Temple Executive Director, and a deposit is made.

The Lessee using the Temple facilities is responsible for any damage done to Temple property by his guests, caterer, florist, or their employees, and agrees to reimburse the Temple for any damage thus sustained.

**PLEASE NOTE:** that recent legal rulings have held hosts responsible for the actions of their guests who have consumed alcohol. Please check with your insurance agent regarding liability insurance for this situation. By signing this agreement the Lessee hereby indemnifies the Temple against any responsibility for his guests.

 **REGULATIONS CONCERNING BUILDING USE**

1. No food, utensils, decorations, flowers, or any other objects may be brought into or taken out of the Temple on the

Sabbath.

2. For Saturday evening functions (after the Sabbath), the Lessee, his or her guests, florist, photographer, band, or their employees, with the exception of the caterer, may not enter the building until after the Sabbath has ended.

3. Any item taped or glued to any of the Temple tables or chair **must** be removed at the end of the function and the area cleaned to remove **any** adhesive residue.

The Lessee has read and understands the rules and regulations pertaining to the use of the Temple, and agrees to abide by them.

Lessee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

 (Paul Stouber)

Date Deposit Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Temple Supplied Kiddush - $1,800 (150 Temple Regular Attendees and first 50 Guests)**

Green Salad

Humus

Gefilte Fish and Horseradish

Herring

Pickles

Baby Carrots

Celery Sticks

Bagels

Assorted Breads

Cream cheeses (Regular, Chive and Nova)

Tuna salad

Egg salad

Cottage Cheese

Fresh Fruit

Cookies/Pastries (Brownies, Blondies and Cookies)

Drinks

Coffee and Tea

**Extras**

Additional Attendees over 200 $12 per Person

One case of lox          $350

Extra sliced veggie cost         $50-$75

Extra staff time              $150-$250 (Depends on the size of crowd)