

### Rooms Available

- Falk Sanctuary     Spector Ballroom  
 Traurig Hall     Beck Museum  
 Portico     Other \_\_\_\_\_  
 Scher Chapel \$360

Number of Guests	Licensing Fee
<100	\$1350
101-125	\$1600
126-150	\$1850
151-175	\$2100
176-200	\$2350
201-225	\$2900
226-250	\$3150
*250+	\$3400

*Fee includes congregation staff & security personnel*

*\*Police Presence required for events with 500+ attendees or at congregation discretion.*

*Additional fees will apply.*

### Deposit

\$ \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

### Balance

\$ \_\_\_\_\_

Must be paid 4 weeks prior to event

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

### Approved Date of Event

Event Time: \_\_\_\_\_  
Event End Time: \_\_\_\_\_



### SPECIAL EVENT INFORMATION FORM

*We Are Beth David*

Rabbi Julie Jacobs  
Stuart Rosenberg, President  
Anette Yelin, Vice President  
Iris Mizrahi, Executive Director

2625 SW 3rd Avenue  
Miami | Florida | 33129

Phone: (305) 854-3911  
Fax: (305) 285-5841  
E-mail: [info@bethdavidmiami.org](mailto:info@bethdavidmiami.org)

# WHO'S WHO

These are the people who we are working with to make our day special.

## Event Type:

\_\_\_ Wedding

\_\_\_ Bar/Bat Mitzvah

\_\_\_ Other: \_\_\_\_\_

## Main Contact

\_\_\_\_\_

Relationship \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## Bride/Groom—Full Name

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## Bride/Groom—Full Name

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## Bar/Bat Mitzvah—Full Name or Other

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Tour Date: \_\_\_\_\_

by: \_\_\_\_\_

## Rabbi\*

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Communicated w/BDC Clergy: Y \_\_\_ N \_\_\_

Arrival Time: \_\_\_\_\_

## Cantor\*

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Communicated w/BDC Clergy: Y \_\_\_ N \_\_\_

Arrival Time: \_\_\_\_\_

## Caterer\*\*

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Set Up Time: \_\_\_\_\_

Break Down Time: \_\_\_\_\_

## Planner

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

*\*Clergy other than Rabbi Jacobs must obtain permission from Rabbi Jacobs to officiate at Beth David as a matter of professional courtesy.*

*\*\*Caterer must submit Catering Agreement and meet all requirements prior to being approved for the event.*

## Florist

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Set Up Time: \_\_\_\_\_

Break Down Time: \_\_\_\_\_

## Photographer

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

## Videographer

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

## Valet Parking

\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

*All vendors must arrange in advance building access.*