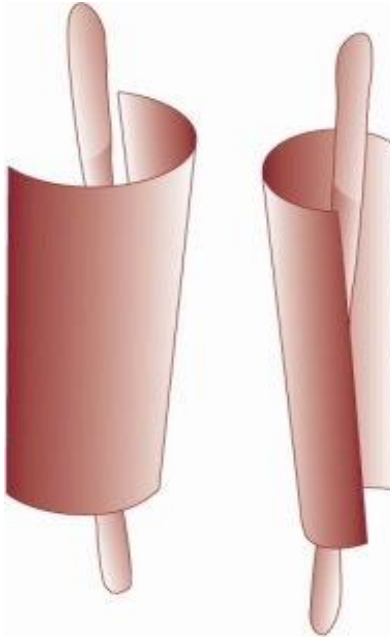


Temple Isaiah

Lexington, MA



B'nai Mitzvah Rental Hall Information

We are honored that your family has chosen to celebrate your Bar/Bat Mitzvah at Temple Isaiah. We hope this information will help with all your planning and preparation needs.

KIDDUSH OPTIONS

Stand-Up Kiddush in Social Hall - \$300 (1 hour) ; \$525 (2 hours)

- Time: Starts at 1pm ends at 2pm or 3pm
- Minimal use of kitchen (refrigerator, counter tops and ovens for **warming foods only**)
- Temple Isaiah has a standard Oneg floor plan which consists of:
 - 4 round tables with 5 chairs at each table
 - 5 buffet tables
- You may request fewer tables and chairs with your set up
- Maximum Guest Capacity: 300 people

Full Kiddush Luncheon in Social Hall - \$925

- Time: Starts at 1pm ends at 3pm
- Full use of kitchen
- Caterer needs to provide floor plan 2 weeks ahead of time which can consist of:
 - Up to 16 round tables with 10 chairs per table
 - Up to 6 buffet tables
- Maximum Guest Capacity: 160 people

AFTERNOON RECEPTION OPTIONS

Afternoon Reception in Social Hall - \$1500

- Time: Starts at 1pm ends at 5pm
- Full use of kitchen
- Caterer needs to provide a floor plan 2 weeks ahead of time which can consist of:
 - Up to 16 round tables with 10 chairs per table
 - Up to 6 buffet tables
- Maximum Guest Capacity: 160 people

Afternoon Reception in the Social Hall and Meeting Room - \$1725

- Same as above but includes the following:
 - Up to 16 round tables in the Social Hall and 7 round tables in the Meeting Room with 10 chairs per table
 - Up to 6 buffet tables
- Maximum Guest Capacity: 220 people

EVENING RECEPTION OPTIONS

Evening Reception in Social Hall - \$1500

- Time: 6:00pm – 10:00pm
- Full use of kitchen
- Caterer needs to provide floor plan 2 weeks ahead of time which can consist of:
 - Up to 16 round tables with 10 chairs per table
 - Up to 6 buffet tables
- Maximum Guest Capacity: 160 people

Evening Reception in the Social Hall and Meeting Room -\$1725

- Same as above but includes the following:
 - 16 round tables in the Social Hall and 7 round tables in the Meeting Room with 10 chairs per table
 - Up to 6 buffet tables
- Maximum Guest Capacity: 220 people

For smaller functions of 60 people or fewer, please contact the Temple office for details.

**Rental Contracts & Deposits are due:*

B'nai mitzvah between 8/1/20 – 7/31/21	contracts due	Friday 5/31/2019
B'nai mitzvah between 8/1/21 – 7/31/22	contracts due	Friday 5/29/2020
B'nai mitzvah between 8/1/22 – 7/31/23	contracts due	Friday 5/28/2021

Facilities Rental Payment Timeline:

A 50% deposit is due with your Rental Agreement Contract. This deposit is refundable until 15 months prior to your event. After 15 months prior to your event, the refund will be forfeited. Temple Isaiah will not remind you of the refund deadline.

The remaining balance is due 12 months prior to your event. It will be billed by the Temple Isaiah accountant and is non-refundable. If the balance is not paid within 2 weeks of billing, the Temple is entitled to cancel the rental.

FREQUENTLY ASKED QUESTIONS

***What time are Friday night services?**

Services are held at 6:15pm or 8pm with occasional special services held at 7:30pm. Please check with the office before making your Friday evening arrangements as service times are subject to change.

***What do I need to provide?**

Friday Night Oneg (8pm service or special 7:30pm service)

- 12 dozen cookies or other individually cut desserts (ex. brownie bites, etc.)
- A cut fruit platter for 25-30 people
- 1 quart of non-dairy creamer
- 1 quart of whole milk
- *JUICE AND COFFEE ARE PROVIDED BY THE TEMPLE*

Friday Night Kiddush (6:15pm service)

- 2 Sliced challahs and 1 unsliced challah
- *JUICE AND COFFEE ARE PROVIDED BY THE TEMPLE*

Friday Night: Shabbat Together! (times may vary, confirm with office or website)

- 12 dozen cookies or other individually cut desserts (ex. brownie bites, etc.)
- 1 quart of non-dairy creamer
- 1 quart of whole milk
- *JUICE AND COFFEE ARE PROVIDED BY THE TEMPLE*

If your celebration is on a night with a Shabbat Together! service and dinner, the challah will be provided. You are welcome to invite your family and guests to the free community dinner after the service. If you do, a donation to the Shabbat Together! fund would be appreciated (suggested \$5/person).

Note: All Oneg/Kiddush deliveries for Friday evening need to be made by 10am on Friday

Saturday Morning

Please provide one unsliced challah if you plan to do a challah blessing Saturday morning at the conclusion of the service.

JUICE IS PROVIDED BY THE TEMPLE

***When should vendor deliveries be made?**

Bimah Flowers: Deliver no later than 1pm on Friday We request that you omit extremely fragrant flowers from your arrangement.

Floral Centerpieces for Receptions: Deliver Saturday morning after 8am. We request that you omit extremely fragrant flowers from your arrangement.

Rentals (Linens, chairs, tables, etc.): Deliver Saturday morning after 8am.

Alcohol: Deliver Friday before 1pm or Saturday morning after 8am.

The Temple is not liable for any missing or damaged items.

***Are there vendor lists at the Temple?**

Congregants have contributed to a binder in the Temple library filled with lists of vendors and congregant reviews. Photographers, caterers, DJ's, florists and coordinators are included in this resource. We encourage families to connect with other Temple Isaiah families who have recently hosted their Bar/Bat Mitzvah's at the Temple. The Temple does not recommend any specific vendors.

***When do I submit floor plans?**

Your caterer must contact the Temple Isaiah office for a copy of the blank floor plan. They are welcome to visit the Temple during office hours if they are unfamiliar with the Temple layout. All floor plans need to be submitted to the Temple 2 weeks prior to the event. Once your floor plan has been submitted, no changes will be allowed after the two-week deadline.

***Can I have a dance floor?**

No dance floors are permitted.

***Is it customary to tip the maintenance staff?**

Many families choose to monetarily acknowledge the hard work of the custodial staff who ensure the success of Temple Isaiah events.

ADDITIONAL RENTAL INFORMATION

- All functions require a caterer or a professional licensed and insured server.
- On the day of the event, the caterer/server is responsible for the setting of the tables and making any fine adjustments or reorganizing the layout. Other responsibilities include placing chairs around all tables and replenishing the food trays during the event. The maintenance staff will set up the tables. They do not set the tables or set out food.
- At the conclusion of the event, the caterer/server is required to clean the kitchen and return it to the state prior to the event. Tables must be cleared and cleaned, and all chairs must be put away. All trash should be disposed of, all surfaces should be cleaned, and the floor should be swept and mopped.
- Please note that all caterers, servers and other vendors must provide proof of their liability insurance. This must be given to the Temple office 2 weeks before the event.
- As part of Temple Isaiah Biblical Kashrut Catering policy, pork and shellfish are forbidden.
- Linens, china, glassware are **not** available for rent through Temple Isaiah. Please contact your caterer or a local rental company.
- Available cold storage space includes 2/3 of our commercial refrigerator and 1/4 of our commercial freezer. Food (other than Friday night Oneg/Kiddush) may not be brought in until Saturday morning unless prior permission has been given by the Temple Isaiah office.
- Room capacity maximums leave extremely limited space for a DJ, band or other music. Please plan your space set up accordingly.
- For multiple events on the same day, the host(s) must use the same caterer.
- Caterer arrival and departure time should be no more than 60 minutes prior or post an event. If additional time is needed, it must be coordinated with the maintenance staff 2 weeks in advance of the event.

Equipment Available With Rental Agreement

Quantity	Size/type	Item Name	
6	72"	Round Tables	Seats 10-12
26	60"	Round Tables	Seats 8-10
35	6ft	Rectangular Buffet	Seats 6-8
5	5ft	Rectangular Buffet	Seats 6-8
7	-	Card Tables	Seats 4
194	Fabric Seat	Folding Chairs	
122	Plastic Seat	Folding Chairs	
200	Wooden Chairs	Sanctuary Use Only	
2		Commercial Ovens+6 Gas Burners	
1	4 racks	Convection Oven	
1	May use 2/3 of space	Commercial Refrigerator	
1	May use 1/4 of space	Commercial Freezer	

CATERING AND VENDOR POLICIES

1. Temple Isaiah's kitchen observes Biblical Kashrut. Functions at Temple Isaiah, whether communal or private, **may not serve shellfish or pork**. Additional rules apply during Passover.
2. The caterer acknowledges that Temple Isaiah is concerned about nut allergies. Accordingly, the caterer must identify any food which may contain nuts or nut-by-products. Temple Isaiah will provide the caterer with signs stating, "May Include Nuts". The caterer is responsible for displaying the signs adjacent to any such food.
3. No later than 2 weeks before the event all caterers, servers and other vendors must provide Temple Isaiah with proof of their liability insurance. Temple Isaiah may cancel the event if these requirements are not met.
 - General Liability-\$1,000,000
 - Product Coverage and Liquor Liability-\$1,000,000
 - Workers' Compensation-\$500,000
4. For multiple events on the same day, the host(s) **must** use the same caterer.
5. Guest capacity and table set ups may not exceed stated limits.
6. Linens, china and glassware are not available for rental through the Temple. The caterer or a local rental company must supply them.
7. All functions require professional server(s) either provided by your caterer or hired by you. The caterer shall designate an authorized representative who shall always be present to supervise the use of the Temple facilities during each event.
8. The event must conclude, the space cleaned according to this caterer/vendor policy and premises vacated, no later than one hour after event end time. If this requirement is not met, the family will incur charges of \$100 per each half hour they remain on the premises. Please note that there may be another rental or Temple program later that day or early the following morning. If you run late, it may interfere with these other events and with the custodians' schedules.

9. The caterer is solely responsible for the quiet and orderly conduct of its staff while using the Temple facilities.

10. The caterer agrees to abide by the following Temple Isaiah Rules:

- Smoking is not permitted anywhere on the Temple property.
- Nailing, thumb tacking and taping on walls is not permitted.
- Decorations may not be placed on the walls of the Temple or hung from the ceilings.
- Food or drink is never permitted in the Sanctuary, Chapel or Foyer.
- No food or drink may be served before the service.
- Only Temple facility staff may adjust the thermostats.
- Sterno burners are permitted. NO other sources of open flame may be used including, but not limited to, propane, small cylinder cookers and all types of candles.
- No live animals, birds or fish other than service animals.
- Fire extinguishers and exits must not be blocked.
- Doors shall not be propped open or left unattended.
- Young children are to be under the parent's supervision at all times.

11. The caterer/vendor will not have access to the kitchen or Social Hall prior to the date of the event unless arranged in advance.

12. It is the servers/caterer's responsibility to dress and set all the tables, set out the food and replenish food trays during the event. The use of the dishwasher and stove is permitted. For stand-up Kiddush, the stove is only for reheating food.

13. The caterers/host/servers are responsible for cleaning all the tables, putting away chairs, wiping kitchen surfaces and sweeping and mopping the kitchen floor at the conclusion of the event. Food waste must be put in the composting bins and garbage must be placed in the outside dumpster. The kitchen should be left ready for the next usage. At the end of the event, the caterer's representative shall inspect the condition of the facilities with the Temple Isaiah facilities staff.

14. The Temple reserves the right to refuse admittance to any caterer who fails to comply with these rules.

15. A member of Temple Isaiah’s facilities staff will be in the building during the event.

16. The maintenance staff will set up tables according to the floor plan turned into the Temple office 2 weeks before the event. The caterer/server is responsible for setting up the chairs. All set-ups must be completed in a manner that does not interfere with any services or activities that may be in session.

17. All Temple driveways must be kept clear. No cars may be parked to obstruct the passage of an emergency vehicle or block exits. Under no circumstances will cars without handicap designation be allowed to park next to the loading dock. Parking is prohibited on entrance and exit driveways.

18. The Temple reserves the right to change or modify this agreement by sending a written notice to the caterer 30 days in advance. Such changes and modifications shall be deemed to be accepted by the caterer unless the Temple receives written notice to the contrary within 10 days thereafter. In the event this agreement is canceled by either party, there shall be no liability resulting thereby.

19. The Temple shall not be liable for any personal injuries or loss of personal property.

Please return this signed form to the Temple Isaiah office no later than 2 weeks prior to the event.

I have read and understand the Temple Isaiah's catering policy and have discussed and reviewed this with my caterer. We agree to comply with all rules and regulations.

NAME OF HOST

SIGNATURE OF HOST

DATE SIGNED

DATE OF EVENT

CATERER NAME, PHONE NUMBER & EMAIL

AUDIO/VISUAL POLICY

It is the desire of Temple Isaiah to preserve the sanctity of our worship services. To assure this, the Religious Practices Committee has adopted the following policy regarding photography and videotaping.

Bar/Bat Mitzvah: Photos and videos are permitted until 1/2 hour prior to the beginning of the services. No photography is allowed during the service. Photographers are not permitted to move or remove the microphones on the Torah table. Temple Isaiah streams all B'nai mitzvah services in the sanctuary. B'nai Mitzvah streaming is password protected. The password for the website will be given to the family at the student's final rehearsal. While we make every effort to make sure that the video stream is in working order, we do not guarantee the results.

Video Projector: Temple Isaiah has a video projector on premises for member use. The projector must remain on the Temple Isaiah premises. If you wish to use the projector, please contact the Temple Office to ask about availability. We strongly suggest you come in a week before your event to familiarize yourself with the equipment.

I have read Temple Isaiah's policies regarding photography/videography and agree to comply:

SIGNATURE OF HOST

DATE SIGNED

DATE OF EVENT

PHOTOGRAPHER AND VIDEOGRAPHER NAME(S) AND PHONE NUMBER(S)

ALCOHOL POLICY

All local and state laws and regulations concerning the use, sale and serving of alcoholic beverages will be strictly enforced.

1. When alcohol is served, liquor liability insurance in the amount of \$1,000,000 is required. If alcohol (including beer, wine, and spirits) will be served, the caterer's, or other vendor's, General Liability Insurance and Umbrella Liability Insurance policies must include Liquor Liability Insurance. There will be no liquor served or consumed during the Event (excluding limited use for ceremonial purposes), unless the host has complied with this insurance requirement.
2. No open bottles of alcoholic beverages are permitted to leave the Temple Isaiah building or grounds.
3. No alcohol should be accessible to guests under age 21 any time.
4. Alcoholic beverages may be brought into the temple the morning of the event and any remaining alcohol must be removed within 36 hours of the conclusion of the event. The Temple has no secure/locked storage and is not responsible or liable for missing or damaged goods.

I have read Temple Isaiah's policies regarding the alcohol policy and agree to comply:

SIGNATURE OF HOST

DATE SIGNED

DATE OF EVENT

CATERER NAME AND PHONE NUMBER

Facilities Rental Agreement

Temple Isaiah 55 Lincoln St. Lexington, MA 02421

Parent Name(s) _____

Bar/Bat Mitzvah Child's Name _____

Bar/Bat Mitzvah Date: _____

Please use check mark to indicate your selection(s):

Kiddush Options:

Stand-Up Kiddush in the Social Hall (\$300/1 hour or \$525/2 hours): _____

Full Kiddush Luncheon in the Social Hall (\$925): _____

Expected number of Guests: _____

Afternoon Reception Options:

Afternoon Reception in the Social Hall (\$1500): _____

Afternoon Reception in the Social Hall and Meeting Room (\$1725): _____

Expected Number of Guests: _____

Evening Reception Options:

Evening Reception in the Social Hall (\$1500): _____

Evening Reception in the Social Hall and Meeting Room (\$1725): _____

Expected Number of Guests: _____

Name of Caterer (if known)

Total Rental Fee(s) \$ _____

Enclosed with this rental agreement is \$ _____ (50% of the rental fee).

The balance of \$ _____ is due on _____.

Please Note:

15 months prior to event: Cancellation deadline for 100% refund of deposit. The Temple will not remind you of this deadline.

12 months prior to event: Balance of rental fee due (non-refundable). The Temple may cancel the rental if the rental fee is not paid within 2 weeks of billing.

The event must conclude, the space cleaned according to this caterer/vendor policy and premises vacated, no later than one hour after event end time. If this requirement is not met, the family will incur charges of \$100 per each half hour they remain on the premises. Please note that there may be another rental or Temple program later that day or early the following morning. If you run late, it may interfere with these other events and with the custodians' schedules.

I agree to abide by the rules and regulations of Temple Isaiah and to inform any service providers I use of their obligation to abide by such rules. I understand that I am responsible for any violations of such rules and regulations by any party I bring into Temple Isaiah. I agree to review the Catering & Vendor Policies document with all businesses for which I have signed event contracts.

SIGNATURE _____

EMAIL _____

PHONE _____

RECEIVED BY TEMPLE ISIAH _____