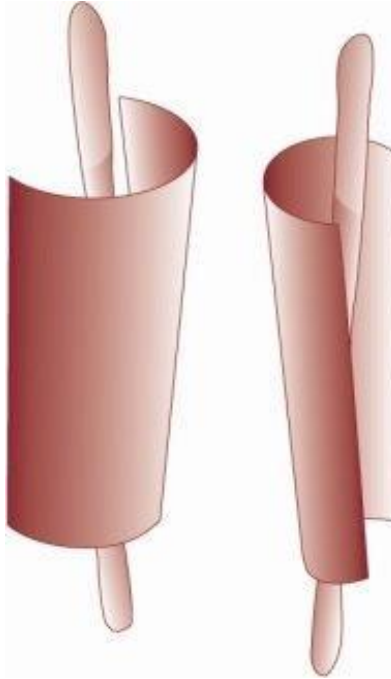


Temple Isaiah

Lexington, MA



B'Mitzvah Rental Hall Information

We are honored that your family
has chosen to celebrate your
B'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 - \$225 (1 hour) ; \$400 (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:
 - 5 round tables with 6 chairs at each table
 - 5 buffet tables
 - 4 high top tables
- Maximum Guest Capacity: 300 people with seating for 30

Full Kiddush Luncheon in Social Hall - \$800

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

AFTERNOON RECEPTION OPTIONS

Afternoon Reception in Social Hall - \$1250

- 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:
 - 16 round tables with 10 chairs per table
- Maximum Guest Capacity: 160 people

Afternoon Reception in the Social Hall and Meeting Room - \$1500

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

EVENING RECEPTIONS OPTIONS

Evening Reception in Social Hall - \$1250

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

Evening Reception in the Social Hall and Meeting Room -\$1500

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

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

**Rental Contracts & Deposits are due:*

B'mitzvah between 8/1/24 – 7/31/25

contracts due Wednesday, May 31 2023

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.

The remaining balance is due 12 months prior to your event. It will be billed by the Temple Isaiah accountant and is non-refundable.

ADDITIONAL RENTAL INFORMATION

- All functions require a professional, licensed and insured, server.
- The server is responsible to set up chairs and dress all tables, replenish the food trays during the event and clean up tables when the event is over. The maintenance staff will set up the tables. They do not dress the tables or set out food.
- The server/caterer is required to wipe down all kitchen surfaces and sweep up debris on floors at the conclusion of event.
- 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 1/2 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.

FREQUENTLY ASKED QUESTIONS

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

Services are held at 6:15pm or 8pm though special occasion services may be held at 7:30pm. Please check with the office before making your Friday evening arrangements.

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

Saturday Morning

Please provide one unsliced challah if you plan to do a challah blessing Saturday morning.
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 from your arrangement extremely fragrant flowers.

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

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

Alcohol: Deliver Saturday morning after 8am.

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

***Are there vendor lists kept at the temple?**

There is a Google Document 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 B'Mitzvah at the Temple.

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

Your caterer must contact the Temple Isaiah office for a copy of the floor plan. Please feel free to have them visit the Temple if they are unfamiliar with the Temple layout. As a reminder all floor plans need to be returned to the Temple 2 weeks prior to the event.

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

No dance floors are permitted due to facility limitations.

***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.

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 ½ of space	Commercial Freezer	
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Facilities Rental Agreement

**Temple Isaiah
55 Lincoln St.
Lexington, MA 02421**

Parent Name(s) _____

Bar/Bat Mitzvah Child's Name _____

Date: _____

Afternoon Rental Option

Room(s) Requested _____

Expected Number of People _____

Name of Caterer (if known) _____

Evening Rental Option

Room(s) Requested _____

Expected Number of People _____

Name of Caterer (if known) _____

Total Rental Fee \$ _____

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

15 months prior to event: Cancellation deadline for 100% refund of deposit.

12 months prior to event: Balance of rental fee due (non-refundable)

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.

SIGNATURE _____

EMAIL _____

PHONE _____

RECEIVED BY TEMPLE ISIAH _____

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**.

2. The caterer acknowledges Temple Isaiah has great concern regarding nut allergies. Accordingly, the caterer is responsible to 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 to display 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. All celebrations maximum guest capacity and table set ups must not exceed stated limits.

6. Linens, china and glassware are not available for rental through the Temple. Please contact your caterer or a local rental company.

7. All functions require a professional server 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 \$50 per each half hour they remain on the premises.

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.

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 all the tables, set out the food and replenish food trays during the event, the use of the dishwasher and stove is permitted.

13. The caterers/host/servers are responsible to clean all the tables, wipe kitchen surfaces and sweep the kitchen floor at the conclusion of the event. 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 staff 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 the Temple Isaiah's facilities staff will be in the building during the event.

16. The maintenance staff will set up tables and chairs according to the floor plan turned into the Temple office 2 weeks before the event. 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.

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’Mitzvah streaming is password protected. The password for the website will be given to the family at the students final rehearsal.

Video Projector Rental: Temple Isaiah has a video projector on premises for member rental. The projector must remain on the Temple Isaiah premises. If you wish to rent this projector, please contact the Temple Office to ask about availability and a rental agreement form.

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

Temple Isaiah follows 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, or other vendor, General Liability Insurance and Umbrella Liability Insurance 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 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