

## **Larchmont Temple Facility Rental Fees and Policies**

The following policies are designed to assist Bar/Bat Mitzvah families to better plan their simcha. If you have any questions in regard to this information kindly contact Jane Sable-Friedman, the Temple's Executive Director, at telephone number 834-6120, extension 114. A \$200 non refundable deposit is required in order to reserve a Temple room. The reservation must be made in writing.

If you are using a caterer, make sure that the caterer is familiar with Temple facilities and equipment. If the caterer has never worked at the Temple insist that a representative visit the Temple in order to become familiarized with our facilities. Please inform the caterer that neither shell fish nor pork products can be served at the Temple. Caterers are required to provide the Temple with an Insurance Certificate naming the Temple as Additional Insured. In the event that liquor is served the caterer must provide coverage under NYS Liquor Liability Law.

A Facility Set-Up Form (available at the Temple office) must be completed by your caterer at least one week prior to the party. If equipment is being rented for the party, or if balloons or flower decorations are planned, make sure that the Temple is aware of their delivery/installation date and time. The caterer or the renters are responsible for cleaning the kitchen and the rented room(s) after the event. The Temple provides tables and chairs only. The Temple does not provide tablecloths, silverware, or dishes.

### **ADDITIONAL INFORMATION**

1. The current room rental conflict resolution policy, a coin toss, remains in effect (see attached).
2. The Temple allows a simultaneous Kiddush in the Grant Center (using the Grant kitchen only), and a luncheon in the Social Hall, or Garden Room.
3. Temple space is sacred and guests, especially kids, must maintain decorum.
4. The Temple lobby may not be used as an event space.

### **Room Rental Fees: (Fees are subject to change)**

**Simple Kiddush:** a buffet lasting 1-1.5 hours, minimal set up, one table, no china, no caterer on site, no music- \$650.

**Social Hall or Garden Room main event fees:** Luncheon- \$1,200 Evening - \$1,700

**Social Hall or Garden Room cocktail hour fee:** \$600

**Shabbat Family Dinner in the Grant Center:** \$600

**Kids party in Grant Center:** \$950

**Kids party refundable breakage deposit:** \$200 (not included in the above fee)

**Caterer's refundable breakage deposit:** \$200

**Please return a signed copy of this document to Jane Sable-Friedman at the Temple office.**

I UNDERSTAND AND WILL COMPLY WITH THE POLICIES & REGULATIONS OUTLINED ABOVE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE