APPENDIX D

SIMCHA SECURITY FORM

In order to provide for the safety of all of our members and manage the larger crowd expected for your Simcha, without making your ‘out of town’ guests feel uncomfortable, please complete this form and send it to **both** JustinW@thecss.org and officemanager@anshei.org at least 10 days before your event. Security Services are required for all events hosted in the shul taking place outside of normal shul activity hours. Security Reservations will be made by the office\*.

Thank you, and Mazel Tov!

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Simcha: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_

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| 1. | What is the nature of your Simcha (*e.g.*, Bar Mitzvah, Bris, Aufruf, Other Celebration)? |  |
| 2. | Name of the person(s) being honored.  |  |
| 2. | In which Minyan will your Simcha take place? |  |
| 3. | At what time(s) do you expect most of your guests to arrive? |  |
| 4. | How long do you expect your Simcha to last? | From: To:  |
| 5. | Approximately how many guests do you expect to attend?  |  |
| 6.  | Approximately how many guests do you expect who are not Shul “regulars”? |  |
| 7. | Approximately how many guests do you expect whose appearance may otherwise appear “out of place” at our Shul (*e.g.*, men without kippot)? |  |
| 8. | Do you expect any guests to drive to Shul? Approximately how many? |  |
| 9. | Which caterer are you using for your Simcha? |  |
| 10. | How many employees of the caterer do you expect? |  |
| 11. | At what time do you expect your caterer to arrive? |  |
| 12. | Please describe anything else of which you would like the security team to be aware:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**NOTE:** Event Host is responsible for Security Services Fee ($50.00/hour)