



A Practical & Logistical Guide for Your Joyous Occasion

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Welcome and Mazel Tov!

Mazel Tov on your upcoming *simcha* – joyous occasion!

We're so honored to celebrate with you and to assist you with the planning of your events.

Here at Rockdale we value you and we want to ensure that you have everything you need to make planning your event as easy as possible.

In this guide, we offer a detailed description of our fees, our facility rules, and the services we offer to personalize your celebratory event. You'll find we've also made recommendations and we've included a sample budget for a bat/bar mitzvah.

We hope that this practical and logistical guide to your special occasion will prove helpful in your planning. We look forward to meeting with you to plan and execute a beautiful event.

Most Sincerely,

Aaron Guldenschuh
Events & Facilities Coordinator

ROCKDALE TEMPLE RENTAL FEES

(subject to change)

*DEPOSIT—Half of contract amount due and contract signed to secure date.

*BALANCE DUE 30 DAYS AFTER RENTAL – Second half of contract amount due and security deposit.

* DAY OF THE RENTAL— charges for supplies and services used over and above contract amount will go against the security deposit and any difference will be owed.

CANCELLATION— The deposit fee will be refunded only if the cancellation date is re-rented.

- **Social Hall:** Room may be divided into 2 rooms (**100 Guests Maximum**)
Patio included with Social Hall if within fire codes.

\$400.00 Both Sides; \$200 One Side (Daytime hours only)

- **Tent Rental:** \$500.00 (20 x 20 white tent additional sizes and items available- costs vary according to size)
- **Courtyard & Chapel Foyer:** \$250.00
- **Chapel:** \$250.00 (Charge for non-members only and approved by a Rabbi)
- **Boardroom:** \$50.00
- **Rockdale Temple Member weekday/daytime rate for meeting spaces:** \$36.00
- **Kitchen Only Rental:** \$125 with a Rockdale Temple Staff fee of \$130

Prices Include: One building and grounds person, set-up and cleanup of tables and chairs, onsite parking. Rentals are up to four hours with an additional \$40 per hour for each additional hour. Events exceeding 100 guests require an additional fee of \$60 per hour for each additional hour.

ADDITIONAL ITEMS AVAILABLE

Linens: \$9.00 per table

DIGITAL COPY OF EVENT (Chapel only) **\$100.00**

AUDIO, PROJECTOR, SCREEN Set-up **\$50.00**

An additional Rockdale Temple Staff Member must be hired for all events requiring use of our kitchen: \$130.00 up to four hours.

EXTRA CHARGES WILL BE ASSESSED FOR UNSATISFACTORY CLEAN UP OF THE TEMPLE

SECURITY

In an effort to keep everyone safe, all events with attendance of more than 40 people require the presence of an off-duty police officer. We require an officer at least 30 minutes before each event begins. Rockdale Temple schedules this through the Amberley Village Police Department.

The cost for security is \$50 per hour.

CATERING GUIDELINES

At Rockdale Temple we observe “Kosher-Style” guidelines. This means that no shellfish, pork, or dishes containing dairy and meat in the same recipe are served at Rockdale. We do not, however, object to menus that may include dairy and meat dishes. We do not require kosher meat or kosher wine. During the Passover holiday we ask that you not serve corn, legumes, rice, pasta, grains, or bread products.

Kosher-Style Example Menu

Macaroni and Cheese
Salmon
Grilled Chicken
Potato Kugel
Salad

In our example menu you’ll notice that we do not have cheese products or butter in a dish that contains meat, but it is perfectly okay to have dairy products at the same meal as meat products. This allows those who observe kashrut the option to do so.

NO NUTS: In an effort to provide safety for all of our temple members and guests, Rockdale Temple has a “no nuts” policy for all catered events. Please observe this important rule, by informing your caterer of our policy.

Gluten Free and Vegan: You may want to consider offering gluten free and vegan options at your event; however, this is not a requirement.

Additionally, catered events required the presence of an additional Rockdale Temple Building and Grounds staff. **The cost of an additional staff member is \$130 for up to four (4) hours; an additional \$40 fee per hour will be assessed after four (4) hours.**

FLOWERS & FLORISTS

Rockdale Temple offers those celebrating a *simcha*- a joyous occasion, the opportunity to sponsor bima flowers for the Shabbat of the celebration.

The cost of sponsoring the flowers through Rockdale Temple is:

\$80 for a half round

\$130 for a full round

To order flowers through Rockdale Temple, please call 513-891-9900.

For weddings, we do not allow flowers to be placed on or attached to our temple chuppah, but you may arrange for your own chuppah and may attach flowers to it. When using our chuppah, many couples use two floral arrangements on pedestals at the base.

When choosing flowers for your special occasion you may want to consider potential allergies of your guests. Allergies to goldenrod, lilies, and lavender are common.

Recommended Florists:

Blossoms Florist (Rockdale Temple Florist)
8711 Reading Road
Cincinnati, OH 45215
513-531-7673

Oberer's Flowers
7675 Cox Lane
West Chester Township, OH 45069
513- 333-7435

PHOTOGRAPHY

At Rockdale Temple we encourage and allow photography for special occasions. We recommend arriving early for your event to get the photographs you want, but we are also happy to assist you in getting additional photographs after your event.

If you are celebrating a Bat/Bar Mitzvah, we ask that you coordinate with a rabbi for photos including a Torah scroll. Only a rabbi or a person designated by the rabbi can handle the Torah scroll. Staged photographs for a Bat/Mar mitzvah must be taken before the service.

For weddings, please coordinate with the presiding rabbi for your ketubah signing photographs.

All photographers must respect the sanctity of the services they are documenting by silencing noise making features on the camera. We ask that photographers stay on the periphery of the congregation. No photographs should be taken on the bima during the ceremony/service. No flash during the services. We ask that no one take photos from the pews.

Recommended Photographers:

Len Kaltman Photography
513- 313-9324

Leppert Photography & Video
513- 313-9324

Please note, we do have a list of photographers we do not recommend. Please discuss your choice with the Events and Facilities Coordinator.

COMMUNICATION IS KEY

At Rockdale Temple we strive to ensure that your joyous occasion is celebrated with a successful event. We've found that clear communication in a timely manner is key to the overall success of an event. This is the timeline of communication we strive to follow:

12-9 months ahead of event:	Sign contract and pay deposit.
4-2 months ahead of event:	Touch base about flowers, linen colors, caterer, personalized add-ons, etc.
45-30 days ahead of event:	Finalize number of attendees, face-to-face meeting with caterer, catering contract signed, and any last minute wrap-ups before the event.
2-5 business days after event:	Final invoice will be billed.

PERSONALIZING YOUR EVENT

Rockdale Temple offers several ways to personalize your event. Here are some add-on options for you.

Photo montage (prepared by you) played on the TV in Rockdale Temple halls	Free
Photo montage (prepared by you) played in the Social Hall on the screen	\$50
For Bat/Bar Mitzvah: Torah portion printing (you get to choose the color paper) <i>Printing of your child's Torah portion is coordinated with the Senior Rabbi</i>	Free
<i>Rockdale Temple does not print programs</i>	
Sponsor a Shabbat Nosh or an Oneg Shabbat Dessert Reception	\$60
Bima Flowers (See Flowers and Florists)	
Recording your joyous occasion in the Chapel (See Rockdale Temple Rental Fees)	
Celebration of Life Commemorative Plaque in the Social Hall (Large)	\$360
Celebration of Life Commemorative Plaque in the Social Hall (Small)	\$180

SAMPLE BAT/BAR MITZVAH BUDGET

Social Hall Rental – Shabbat Morning/Kiddush Luncheon	\$400
Linens for 10 tables and two buffet tables	\$108
Kitchen Supervisor Fee	\$120
DVD recording of service	\$100
Bima Flowers	\$130
Photography	\$1500
Marx Hot Bagels Trays to serve 100 people	\$375

TOTAL	\$2,733

RENTAL SPACE AT THE MAYERSON JCC

Sometimes there is so much joy to be shared at your special event that our facilities cannot accommodate your guests. Our Social Hall is only able to accommodate 100 guests inside and 35 guests in tents on the adjoining patio. If your celebration includes a number of guests that exceeds our capacity, we invite and encourage you to consider renting from the beautiful Amberley room at the JCC.

The friendly staff in Events Management will be happy to help you ensure your joyous occasion is a success.

Contact Danielah Blackburn, JCC Events Coordinator, at: 513-761-7500 x 1289.