



Congregation Shir Hadash Facilities Guide

This ***Congregation Shir Hadash Facility Guide*** has been prepared to help you plan the life cycle, special event, or meeting that you would like to hold at our facility. We are proud of our buildings, and are glad to welcome you to share them with us.

Please send in your application and deposit as early as possible in order to reserve your date. Please contact me again about three months prior to your event so we can discuss your plans. We will have a second meeting about three weeks prior to the event to update the number of people attending, record any vendor changes, discuss delivery schedules, review room set-up, and note any other changes or requests.

It is my hope to assist in any way I can to ensure your event runs smoothly, so please feel free to call me at (408) 358-1751x5 or email Cindy@shirhadash.org with any questions or concerns you might have.

Cindy Weinberg

Events & Marketing Manager



Contents:

1. Event Sponsor Guidelines
2. Facilities Usage Agreement (signed at time of reservation)
3. Application for Use of Facilities (completed with best knowledge at time of reservation)
4. Caterer's Agreement for Use of Facilities (signed copy due at least 15 days prior to event)
5. Guidelines for Photography and Videography in the Sanctuary

Congregation Shir Hadash



Event Sponsor Guidelines

To use the Temple facilities for the serving of food and drink, Event Sponsor agrees to perform the following at Event Sponsor's sole expense:

1. Tables and chairs will be supplied by the Temple only to the extent of the Temple's possessions. All other items deemed necessary – such as paper goods and utensils – will be supplied by the Event Sponsor. Additional tables and chairs desired by the Event Sponsor will be the responsibility of the Event Sponsor.
2. Law expressly forbids the serving of alcoholic beverages to any persons under the age of 21 or to persons who appear to be intoxicated. Event Sponsor, its caterers or other agents, and guests must abide by this California statute.
3. While we do not strictly observe the entire range of the laws of *kashrut*, it is our policy to observe the concepts of *biblical kashrut*. NO SHELLFISH OR PORK is permitted on the premises. For details, see Facility Usage Agreement.
4. Event Sponsor may use the Temple's kitchen, including the Temple's ovens and refrigerator. However, Event Sponsor is responsible for bringing their own supplies, including, but not limited to, detergent, paper towels, plastic wrap, sugar, coffee, tea, platters, plates, cutlery, and cups. The congregation strongly encourages event sponsors to compost food and plates and cutlery. Please use the green bins in the kitchen to recycle your compostable materials, otherwise please separate food and serving items.
5. All Temple equipment will be left in clean condition, including, but not limited to, stove, refrigerator, sinks, prep tables, and countertops.
6. After each event the kitchen, Oneg Room, Foyer, and any other rooms used must be properly cleaned. The Event Sponsor will:
 - a. Remove all debris from Temple premises.
 - b. Put all waste in the Temple's appropriate box located behind the kitchen. (compost, recycling, waste)
 - c. Turn off all appliances and equipment.
 - d. Ensure all left-over food is removed from the premises.
7. Custodial staff will NOT be responsible for table settings, floral arrangements, center pieces, arranging or serving food, or changing the room after the initial set up.
8. Failure of the Event Sponsor to comply with any of the above immediately after the event, will result in a deduction from the security deposit held by the Temple.

Congregation Shir Hadash



Facilities Usage Agreement

I. Scheduling an Event

- a) The facilities may be reserved by Members of Shir Hadash or by non-members and organizations, on a first-come, first-served basis, with priority given to Temple members.
- b) Application forms must be filled out in full, signed by the Event Sponsor, and submitted to the Temple office. Reservations are confirmed when the application form accompanied by one half of the rental fees are received at the office. This reservation fee is refundable less \$100.

II. Food, Beverage, and Smoking Guidelines

- a) While we do not strictly observe the entire range of the laws of *kashrut*, it is our policy to observe the concepts of *biblical kashrut*.

The following foods are *treif* (forbidden) and may not be served at Congregation Shir Hadash:

- All foods from animals with split hooves or those that do not chew their cud:
Examples include: Pork, Ham, Bacon, Lard, Pork ribs, Rabbit, Pepperoni
 - Shellfish and fish without scales and fins:
Examples include: Shrimp, Oysters, Clams, Prawns, Scallops, Lobster, Calamari, Monkfish, Catfish, Crab
 - Processed foods if they contain any of the following:
Lard* Examples include: Cakes, Cookies and crackers, Pates, Donuts, Pies, Pastries
Pork* Examples include: Sausages, Lunch Meats, Hotdogs
Shellfish* Examples include: Clam Chowder
- * *Read all food labels*
- Please note: Milk and non-*treif* meat can be served at the same meal, so that an alternative can be provided for those who are more observant. Milk and meat are not to be served on the same platter.
 - If you are uncertain about any food item please ask the rabbi for clarification.

- b) Law expressly forbids the serving of alcoholic beverages to any persons under the age of 21 or to persons who appear to be intoxicated. Event Sponsor, its caterers, or other agents and guests must abide by this California statute.

- c) Congregation Shir Hadash is a non-smoking facility. Smoking is not permitted anywhere in any of buildings, restrooms, grounds, patio, or sidewalks.

III. Security and Facility Use Restrictions

- An Event Sponsor is responsible for the orderly conduct and safety of guests, and is therefore required to provide such supervision as may be necessary to *ensure that the peacefulness of the neighborhood is not disturbed* and that proper respect is accorded the Temple as a religious institution. "Peacefulness of the neighborhood" means that *the doors of the buildings are to remain closed and the noise level generated inside the building*

Congregation Shir Hadash

Facilities Usage Agreement (cont'd)

must be kept low enough such that an ordinary person situated across the street cannot hear it; further, that guests must exercise courtesy and consideration whenever outside the building, especially when on the patio or when leaving the event, such that the neighbors are not unduly disturbed by them. Children may not be left unattended. The Event Sponsor, their agents, and their guests shall have reasonable access to and use and enjoyment of only those areas of the premises specified under this Facilities Usage Agreement (including attachments). Specifically restricted is the playground area between and surrounding the Education Building. No form of gambling is to be permitted on or about the premises. Alcohol is limited to the building and the Patio area.

- b) An Event Sponsor is liable for any breakage or other damage incurred in connection with the event. *Decorations may not be attached to interior walls.*
- c) Temple furnishings and other property must be used only during the time frame of the event and only in a reasonable and appropriate manner (i.e., for the specific purpose pertaining to the event), and may not be removed from the premises. "Furnishings and other property" includes but is not limited to: tables, chairs, cookware, and linens.
- d) All activities, including music, must cease promptly by 11:00 p.m. The facility must be cleared of all guests and vendors by midnight.**
- e) A Temple representative must be onsite during all events.
- f) Fire Code maximum occupancy rules will be strictly enforced. In the Sanctuary the maximum occupancy for dining is 220.

IV. Security Deposit

In addition to rental fees for the use of the facility, Shir Hadash requires a refundable security deposit from the Event Sponsor in the amount of \$300, paid 15 days before the event. The security deposit will be used to remedy defaults on the part of the Event Sponsor in the payment of damages, insufficient clean up, event fees, extended usage, or other obligations of the Event Sponsor under this Agreement.

V. Custodial Information

- a) Temple custodians will, according to a layout provided, set up tables and chairs, set up Temple-owned sound equipment, and generally assist in preparing the facility. They will also put away each of these items after the event.
- b) The number of custodians hired for any event will be determined by Temple staff.
- c) Custodial time beyond the hours of the event and set-up / teardown will be charged according to the fees schedule.
- d) Custodial staff will NOT be responsible for table settings, floral arrangements, centerpieces, arranging or serving food, changing the room after the initial set up, or food clean up.

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Facilities Usage Agreement (cont'd)

VI. Shir Hadash Member's Small Gatherings

Shir Hadash members wishing to use our facility for a small temple activity, such as a Havurah gathering or Passover Seder, may do so provided they pay the cost of additional expenses incurred. Additional expenses may include hiring extra custodial support, special set-up, cleaning requirements, linen fees, etc. Members will be charged only for the anticipated incremental expense incurred by the temple, over and above that which would have been incurred without the event.

A Temple representative must be onsite during all events.

VII. Event Sponsor Obligations

- a) At the time of reservation Event Sponsor will:
- Complete the Application for Use of Congregation Facilities and this Facilities Usage Agreement.
 - Pay one half of the fees to reserve the facilities for the event. This fee is refundable less \$100.
- b) At least fifteen (15) days prior to the event, the Event Sponsor will:
- Submit a signed copy of Caterer's Agreement for Use of Facilities.
 - Ensure the Caterer submits a Certificate of Insurance.
 - Provide the Events & Marketing Manager with a floor plan and set-up specifications for the event.
 - Provide the Events & Marketing Manager with a list of all anticipated deliveries to the Temple. Deliveries are by appointment with the Events & Marketing Manager.
 - Pay all anticipated fees and security deposit of \$300.
- c) The event Sponsor is responsible for ensuring that its vendors, other agents, and all guests abide by the Temple's procedures and regulations. The individual who signs this Facilities Usage Agreement accepts all accountability and liability for damages and for material breach(es) of the terms set forth in this Agreement.

I have read and understand this Facilities Usage Agreement. My signature below acknowledges my voluntary and full acceptance of the terms of this Facilities Usage Agreement.

Event Sponsor Signature

Today's Date

Home Phone: _____

Cell Phone: _____

Email: _____

Date of Event: _____

On behalf of Congregation Shir Hadash

Date

Congregation Shir Hadash



Caterer's Agreement for Use of Facilities

Event Sponsor Name: _____ Event Date: _____

Agreement made and entered into between Congregation Shir Hadash, hereinafter referred to as "Shir Hadash" or "Temple," and _____
(Caterer)

with offices located at _____, hereinafter referred to as "Caterer." Caterer's client is hereinafter referred to as "Event Sponsor."

To use the Temple facilities, the Caterer agrees to perform the following at Caterer's sole expense:

1. Caterer will provide proof of Liability Insurance including Commercial General Liability coverage of at least one million dollars (\$1,000,000) and proof of adequate Worker's Compensation Insurance covering all employees.
2. Caterer will designate an authorized representative who will be present at all times to supervise the use of the Temple facilities during each event.
3. The Temple will set up tables and chairs prior to each event according to a diagram provided by Caterer or Event Sponsor at least fifteen (15) days prior to the event. Caterer is responsible for any changes in the arrangement of tables and chairs after the initial setup.
4. Tables and chairs will be supplied by the Temple only to the extent of the Temple's possessions. All other items deemed necessary – such as paper products, linens, or utensils must be supplied by the Caterer. Additional tables and chairs desired by the Caterer or Event Sponsor will be the responsibility of Caterer or Event Sponsor as determined in their private agreement.
5. Law expressly forbids the serving of alcoholic beverages to any persons under the age of 21 or to persons who appear to be intoxicated. Event Sponsor, its caterers, or other agents and guests must abide by this California statute.
6. Caterer is responsible for Caterer's compliance with all other applicable laws and regulations.
7. While we do not strictly observe the entire range of the laws of *kashrut*, it is our policy to observe the concepts of *biblical kashrut*. NO SHELLFISH OR PORK is permitted on the premises. See "Food Guidelines" at the end of this document.
8. Caterer may use the Temple's kitchen, including the Temple's ovens and refrigerator. However, Event Sponsor is responsible for bringing their own supplies, including, but not limited to, detergent, paper towels, plastic wrap, serving spoons, sugar, coffee, tea, platters, plates, cutlery, and cups. The Temple participates in composting of food and compostable plates and cutlery. There is a strong preference to have all temple events participate in composting. The tall green bins in the kitchen are for compostable materials.
9. All Temple equipment will be left in clean condition, including, but not limited to, the stove, refrigerator, sinks, prep tables, and countertops.

Congregation Shir Hadash
Caterer's Agreement for Use of Facilities (cont'd)

10. After each event the rooms and areas used must be properly cleaned. The Event Sponsor / Caterer will:

- a. Remove all debris from Temple premises.
- b. Put all waste in the Temple's appropriate dumpster located behind the kitchen.
- c. Food and compostable food serving items are to be added to the Compost Bin.
- d. Turn off all appliances and equipment.
- e. Remove all leftover food and items from the refrigerator.

Failure of the Caterer to comply with any of the above immediately after an event will result in a deduction from the security deposit held by the Temple.

This Agreement is in force from the date signed below, as long as Caterer's Liability Insurance and Worker's Compensation Insurance remain current, and unless the Temple notifies the Caterer that this Agreement is no longer valid. Upon renewal of Caterer's Liability Insurance, Caterer will provide the Temple with updated proof of Liability Insurance.

Caterer Representative

Temple Representative

Date: _____

Food Guidelines:

While we do not strictly observe the entire range of the laws of *kashrut*, it is our policy to observe the concepts of *biblical kashrut*.

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- All foods from animals with split hooves or those that do not chew their cud:
Examples include: Pork, Ham, Bacon, Lard, Pork ribs, Rabbit, Pepperoni
- Shellfish and fish without scales and fins:
Examples include: Shrimp, Oysters, Clams, Prawns, Scallops, Lobster, Calamari, Monkfish, Catfish, Crab
- Processed foods if they contain any of the following:
Lard* Examples include: Cakes, Cookies & crackers, Pates, Donuts, Pies, Pastries
Pork* Examples include: Sausages, Lunch Meats, Hotdogs
Shellfish* Examples include: Clam Chowder
* *Read all food labels*
- Please note: Milk and non-*treif* meat can be served at the same meal so that an alternative can be provided for those who are more observant. Milk and meat are not to be served on the same platter.
- As a courtesy to diners, please label or otherwise identify dishes for those who observe Kashrut or who are vegetarians.
- If you are uncertain about any food item please ask the Rabbi for clarification.

Congregation Shir Hadash



Guidelines for Photography and Videography in the Sanctuary

In order to allow important life cycle celebrations to be captured for posterity while maintaining the sacred religious character of the events and maximizing the enjoyment of those in attendance, the following restrictions have been established:

1. Do not use flash photography or artificial lighting during religious services or ceremonies at Congregation Shir Hadash.
2. Those who wish flash photos may arrange for posed shots 60 minutes - 90 minutes before or 30 minutes after the Service. If you wish to have photographers taken on the day of the rehearsal, please arrange to have them taken following the dress rehearsal.
3. Still photography, without flash, is permitted from the rear of the sanctuary.
4. Please set up all photographic equipment before the service or ceremony begins in order to avoid noisy distractions. Don't block the doorways and passageways. If you wish to use our photographer's platform, include this request as part of your set-up instructions at least 15 days prior to your event.
5. Video taping is permitted, so long as no artificial lighting is used. Set up the video camera at the rear of the sanctuary. Set the equipment to the side of the doorway so people can still enter and leave through that doorway with ease. We will provide a small elevated platform for the camera if you include this request as part of your set-up instructions at least 15 days prior to your event.
6. Questions concerning these restrictions should be referred to the Events & Marketing Manager.

Please make these rules known to your photographer or videographer well in advance of the event.

Thank you for your understanding and cooperation.

Congregation Shir Hadash

APPLICATION FOR USE OF CONGREGATION FACILITIES



Date of Event: _____

Purpose of Event: _____

Name: _____

Start Time: _____ End Time: _____

Address: _____

Home Phone: _____

Mobile Phone: _____

Email: _____

Facilities reserved:

Approximate number of people attending: _____

- Oneg Room: _____
- Patio: _____
- Sanctuary / Social Hall: _____
- Library: _____
- Classroom: _____

Deposit: \$ _____
 Check #: _____
 Credit Card: _____

Will food be served? Yes No

Do you plan to use a caterer? Yes No

Caterer Name: _____ Name of Contact Person: _____

Address: _____ Phone Number: _____

Caterer's Certificate of Insurance is required at least 15 days prior to event with the following coverage:
\$1,000,000 - Worker's Compensation and \$1,000,000 - Public Liability

Band or DJ? Yes No Name: _____ Phone: _____

Photographer? Yes No Name: _____ Phone: _____

Other services: _____

NOTE: Signed Facility Usage Agreement must accompany this application.

I have read the Facility Usage Agreement governing events on the premises of Shir Hadash, and I understand that I am responsible and accept all accountability and liability for damages and for material breach(es) of the terms set forth in this Agreement. I will send a refundable security deposit of \$300 to the office at least 15 days before the function. It is understood and agreed that there is no other contract or agreement, written or oral, between the parties except as set forth herein. Any arrangements not set forth in this contract are null and void.

Applicant: _____

Date: _____

For CSH: _____

Date: _____

- Office Use: Deposit Facility Usage Agreement Certificate of Insurance
 Caterer's Agreement Security Deposit Set-up specifications
 Balance of Fees