

Guide to Bris/Simchat Bat at Skokie Valley

Please contact the shul office office@svaj.org 847-674-3473 as soon as possible to check the availability of the social hall or Israel Hall to celebrate your bris/simchat bat.

Congratulations! Planning a celebration during this very busy time can be challenging for new parents. We encourage you to designate a family member or good friend to be the point person to work with us.

Rental

Our standard fee for non members is \$360 and members \$180 for a week day drop off bris or baby naming event., and can be set up in either the social hall upstairs or Israel Hall downstairs. We will provide round 60" tables that seat 10 and also long 8 ' tables for your buffet as you request in your set up. We will also provide hot water urns, but you must provide coffee, tea, etc. Please provide the desired set up plan at least 24 hours before the event.

We encourage you to bring your own paper goods and/or plastic ware including table cloths. The shul has compostable utensils & plates, as well as wipe off and reusable table covers that can be used for \$1 per person charge.

You can put up decorations and set the room either that morning or the evening before - as long as coordinated with the office to arrange a time.

Our building is kept locked at all times. There is a preschool on the premises, and for the safety and security of all in the building, **outer doors may not be propped open at any time**. You have 2 options: hire our security company at a cost of \$180, or provide a greeter to stay at the outside door to let your guests into the building. Please contact the office to coordinate hiring our outside security guards from Houston Security.

Food/beverages

You are welcome to use any caterer that meets Skokie Valley Community Standards of Kashrut and conforms to Skokie Valley policies. You should contract with caterers and make all payments to the caterers directly-they will be able to help guide the planning with you based on the number of people in attendance and the type of food you would like to provide.

Please note that all food must have a reliable hechsher and no homemade food may be served at the shul. All grape juice and/or wine must be Mevushal. Plain, unflavored coffee from any retailer (Starbucks, Dunkin Donuts, etc) may be served.

Skokie Valley also allows self catering and use of the kitchen with an approved kitchen manager. Please contact the office for an up to date list of our volunteer kitchen managers, so

you can reach out and work with them directly. This is not included in this standard contract and will incur a separate kitchen access charge.

Skokie Valley is part of a leading movement in the Jewish community and beyond towards a healthier and more sustainable world, by participating in the Seal of Sustainability program managed by Hazon. You may arrange to compost all food waste and other compostable materials (plates, utensils, etc) by contacting our Green Team. Contact information can be obtained through the office.

Total rental fee for this event:

☐ **Non-members: \$360.00**

☐ **Members: \$180.00**

I/We have read the above contract and agree to the terms and conditions.

Renter or Representative

Skokie Valley Administrator

Date

Date