



Beth Emet Facility Rental Guide

Thank you for choosing to hold your event at Beth Emet The Free Synagogue. This Guide has been Created to assist you in the planning process and to ensure that everything runs smoothly.

As you plan your celebration, please keep in mind that the Synagogue is primarily a place of worship, study, and community. We ask that you please be mindful of this while planning and holding your event at Beth Emet.

Please feel free to contact me with any questions. I look forward to helping you make this a wonderful event. *B'hatzlacha!*

Jody Litwack
Executive Director

Contact Information:
847-869-4230 x 325
jlitwack@bethemet.org



HOW TO GET STARTED

Follow this step-by-step process to reserve space at the Synagogue:

1. Contact the Executive Director to determine if space is available. Rooms are reserved on a first-come, first-served basis. Should you be planning a wedding ceremony, please confirm dates and times with the rabbi first as timing after Shabbat and Jewish holidays factors into the decision of date availability.
2. If the space is available, complete the Facility Use Contract and submit it, with a \$300 per room deposit to the Synagogue, attention: Rentals.
3. The Synagogue's cancellation policy is as follows: *Fees are fully refundable if a cancellation takes place no less than three (3) weeks prior to date of the event. Fifty percent of the deposit will be assessed for all refunds within three (3) weeks of the event. No refunds will be issued for cancellations made less than three (3) weeks before the event.*
4. Three weeks prior to the event, the Caterer's contract must be submitted with payment of the Caterer's fee. Caterers will not be allowed access to the kitchen without a signed contract, payment of the fee in full, and an updated certificate of insurance. (Once the caterer has worked at Beth Emet, its Certificate of Insurance remains on file until its expiration date.)
5. Room set-ups including layout diagrams are due to the Synagogue office no less than five days prior to the event. We will be happy to collaborate with you on the room layout(s).
6. All remaining fees will be billed following your celebration.

WHO MAY USE THE SYNAGOGUE

Members: Synagogue facilities are available on a reserved basis to members in good standing and their immediate families. "Members in good standing" includes payment of all past due obligations as well as remaining current with the year's dues and fees.

Non-members: Use of the Synagogue for private functions is available, at the discretion of the Executive Director and/or Rabbis in consultation with the President of the Congregation. In the spirit of reciprocity, those Jewish organizations where Beth Emet is either co-hosting or acts as an affiliate member space may rent the free of charge, at the discretion of the Executive Director and/or Rabbis.

Outside Groups: Beth Emet's facilities are available to outside groups, such as charitable, educational, civic, social action, Jewish community, and inter-faith organizations. Any event which will include fundraising must have the approval of the President of the Congregation. All outside groups must provide the Synagogue with a certificate of public liability insurance and release at least three weeks prior to the event. If food is being served, a caterer and/or waitstaff must be present to manage the event, including food setup and cleanup.

AVAILABLE SPACES and ROOM SIZES

Herman and Mildred Crown Room	Size: 90' x 58'; accommodates 450 people seated auditorium style, 220 people for table service or buffet, and 450 people for a standing reception.
Weiner Room	Size: 36' x 56'; accommodates 150 people seated auditorium style, one hundred people for table service or buffet, and 150 people for a standing reception.
Sanctuary	Size: 82' x 46'; available for religious services and life cycle events at no charge to members. For non-members, a lifecycle event is not permitted. The Sanctuary accommodates 230 people seated in chairs. No food or drinks may be served or brought into this space.
Beit Midrash	Size: 14' x 19'; available for religious services, meetings, and life cycle events at no charge to members. If the event is for a religious service, the rabbi must approve its use. The Beit Midrash accommodates 25 people seated in chairs or 12 around a conference table.
Classrooms	Size: varies; classrooms are available during Synagogue hours for up to 30 people subject to the schedule of the school at no charge to members if related to a Beth Emet activity.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be served at the Synagogue for those events for which it is appropriate. However, alcohol may only be served if there is a certificate of insurance on file from the caterer and/or food service staff.

BUILDING HOURS

Shabbat afternoon events may commence after worship services at approximately 12:00 pm and must end no later than 4:00 pm. Evening events must end no later than 11:30 pm. Sunday events must end by 11:00 pm. Additional charges will be assessed should the building be required to remain open after these hours.

CATERERS

Refer to the list of approved vendors when planning your event. Should you wish to use a vendor other than those listed, please consult with the Executive Director before signing a contract with this vendor. The Executive Director will contact the vendor to ensure proper understanding of all facility rules and regulations. *If an unapproved vendor is contracted, Beth Emet reserves the right to not allow that vendor to be onsite.*

Caterers are responsible for:

- Setting and clearing tables, washing dishes (if the Synagogue's dishes are used), leaving the kitchen in the same manner in which it was found prior to the event, and the proper disposal of all refuse and recycling to the appropriate bins in the alley.
- Putting the chairs around the tables (stacks of chairs will be left next to each table).
- Executing a contract no later than three (3) weeks prior to the event which provides a clear description of the caterer's rules and responsibilities. A caterer's fee, separate from the room rental charge, will be assessed to cover the cost of the use of the kitchen and its equipment, including the dishwasher, the prep area, and to have a member of the Beth Emet staff available. There is no negotiation regarding this fee. Should you wish to use paper goods only, there is still a catering fee associated with the rental.
- **Using only compostable paper plates, coffee cups and utensils or like reusable items and for composting leftover food. (Updated 4. 2024)**

Catering trucks may be loaded and unloaded in the alley on the southwest corner of the building. Trucks/vans may not park there, however, as this is a safety issue for our neighbors. All deliveries are to be made through the back entrance, and the door may not remain propped open at any time for any reason.

COAT CHECK

A Coat Room is available on the west-side of the Crown Room and is easily accessible from the hallway. The Synagogue does not employ personnel to check personal items and is not responsible for items placed in or removed from the Coat Room.

COVID-19 PROTOCOLS and OTHER ILLNESSES

If you have any COVID symptoms or otherwise do not feel well, please do not enter the building.

Beth Emet's staff and lay leadership are dedicated to providing safe experiences for anyone renting our spaces. To protect our community and staff, we require all who are eligible are required to be fully vaccinated if they plan to come into the building. If you have a cold or other illness and must be in the building, please wear a mask to protect others.

DECORUM

Beth Emet is a place of worship, so we ask that any celebration be respectful. We expect that you and your guests will exercise good judgment in behavior, language, dress, and will respect the Synagogue's expectation that your guests will remain in the area where the party is being held. Renters are responsible should damage occur anywhere in the building.

DELIVERIES

All deliveries must be arranged with the Synagogue prior to the event as storage is limited. Food or equipment should not be delivered more than two days prior to the event, and all pickups must be arranged for the next business day following the event. Friday deliveries must take place before 3:00

pm when the Synagogue offices close. All deliveries must first check in with the Reception Desk and provide identification, and a member of the staff must accompany the drop off to ensure that it is stored in a proper area that will not hinder the Synagogue's operations. The Synagogue is not responsible for the security of food or equipment delivered to its premises.

EQUIPMENT and LINENS

Tables and Chairs

Round tables (60 inch)	30 available
Banquet tables (8 foot)	30 available
Highboy tables (32 inch)	10 available
Steel burgundy leather chairs	280 available

Chairs

- **Dishes** We have dishware, flatware, and stemware for 280 people. You may also rent these supplies from outside sources, which should be arranged with your Caterer.
- **Linens** We have blue linens available for rental for \$5/linen. You may also rent linens from outside sources.
- **Other Equipment** We have a variety of equipment available for parties including coat racks, a flat screen/projector, a screen, two highchairs, and miscellaneous platters and baskets. Please check with the Executive Director about availability of each item and whether additional charges will be assessed.

FLOWERS, BALLOONS & DECORATIONS

For lifecycle events in the Sanctuary, we ask that dignity be maintained. Candle arrangements are not permitted in the Sanctuary other than the use of Havdalah candles on Saturday evening.

For events outside the Sanctuary, we encourage you to consider Jewish and/or Israeli themes. Decorations may not be attached to the walls, ceiling or furnishings, or wallboards, nor may you block doorways or hallways. As clean-up is a concern, we ask that confetti, glitter, loose small candies (e.g. M & M's) not be used as part of the decorations, and caterers are responsible for the removal of these items. Helium balloons may be used; however, a refundable deposit is required to cover the cost of a false alarm should the smoke alarms be activated. (Smoke alarms are located throughout the Crown Room and are easily activated should a balloon fly above its beams.) Please take every precaution to ensure that balloons are properly adhered to the table settings and/or chairs, and that adults and wait staff are properly instructed to ensure that children do not play with the balloons. It is the responsibility of the caterer and/or renter to remove all balloons and strings at the conclusion of the event.

FOOD

Food brought into Beth Emet is not required to be kosher, but we ask that pork, lard and shellfish not be served or used as an ingredient in any prepared dishes. Beth Emet is also a nut-aware facility,

which means that no dish may contain nuts, including almonds, Brazil nuts, cashews, chestnuts, filberts, hazelnuts, macadamia nuts, pecans, pistachios, and walnuts.

Milk and meat should not be combined in a single dish but may be served on a separate table. During the holiday of Passover, bread, rolls, pasta may not be served. Grilling is available if the grills are placed in the parking lot or in the Eiger Garden, just outside the Weiner Room. Prior approval is required for all grilling.

As a reminder, if food is being brought into an event, you must hire a server/caterer to oversee the food service.

New: In an effort to reduce landfill waste, all food waste must be composted. Beth Emet will supply the compost bin and you will be charged for one bin after your event. We also require that paper products and utensils used for events be compostable or reusable. (Updated 4.2024)

GRATUITIES

There are many staff members at Beth Emet who play an integral role in the planning and set-up of your event – some more visible than others by the very nature of their jobs, but nevertheless all are key to the success of your event. Because of this, we suggest that any gratuities be sent to our Executive Director who will place them in a special fund that has been established for the staff. By doing so, we can ensure that all benefit equally from your kindness.

LIVESTREAMING OPTIONS

We provide livestreaming and recording of all Kabbalat Mitzvot with two different options. To see some examples of services and/or Kabbalat Mitzvah services you can go to our streaming page at <https://bethemet.livecontrol.tv/>. The options are:

- 1) A stationery, one camera stream that shows the bima the entire time. There is no cost to you for this service, and it is provided unless you specifically request NOT livestream the service.
- 2) A produced service, with closeup shots throughout the service of the entire family and congregation using two different cameras. Thereafter you may receive a digital copy of the service. The cost of this option is \$225.

MUSIC & DANCING

On Shabbat, including Kabbalat Mitzvah celebrations, only music in keeping with the spirit of Shabbat may be offered. Jewish folk music and other music with Jewish content or association is preferred, but appropriate incidental or background music of any classical or semi-classical nature may be played. Only Jewish and/or Israeli dancing is permitted on Shabbat. Popular music with DJs and dancing at all other times (besides Shabbat) must be respectful of the Synagogue as a house of worship and study.

PARKING

Beth Emet's parking lot accommodates sixty cars, which your guests are free to use. Please note that

there may be other Synagogue events/services during the time of your party (especially Shabbat mornings), and we ask that your guests be aware of parking lot safety. The Synagogue staff reserves the right to ticket and tow any vehicle that may be causing serious problems in the lot.

Should you hire transportation for your guests (e.g. bus or shuttle van), please alert the Executive Director. Parking restrictions on Dempster may affect the loading and unloading of these vehicles.

PAYMENTS

- To reserve the room, a deposit of \$300 per room reserved is required.
- The catering fee must be paid by the caterer three weeks prior to the event. As some caterers bill the charge directly to the renter, please let the Synagogue office know if you prefer this charge be added to your statement.
- Following the event, you will receive a statement detailing the charges, and balances need to be paid in full within 30 days.

PHOTOGRAPHY

Photography and videotaping are not permitted in the Sanctuary during or for a period of 30 minutes prior to any Kabbalat Mitzvah service. All photographs and videotapes may be taken in the Sanctuary at other times subject to the school and Kabbalat Mitzvah tutoring schedule. Please arrange with the clergy office when pictures will be taken as staff must be present when the Ark will be opened and a Torah removed.

For weddings, taping of the processional and recessional may be photographed or videotaped live.

PROOF OF LIABILITY & WORKER'S COMPENSATION

All vendors (caterer, florist, band, photographer, videographer, and/or entertainer) must provide proof of liability and worker's compensation, as required by applicable law, and the renter and its vendors will indemnify and hold Beth Emet harmless for any damage, loss or injury to the renter's property, its agents, or its guests. It is the renter's responsibility to ensure that this is received at least two weeks prior to the event. If a vendor is not able to provide a certificate of insurance, the *renter* must provide a certificate of insurance with a minimum limit of \$1 million of liability per occurrence and \$3 million per event for any such injury or damage, including Worker's Compensation insurance. Beth Emet, its Board of Trustees, and employees shall be named as additional insureds under the General Liability policy and shall stipulate that the insurance afforded the additional insureds shall be primary and noncontributory to any insurance maintained by the additional insureds. If the latter must be done, please contact your homeowner insurance broker, who can add a one-day rider to your existing policy.

The renter is fully responsible for any damage to Beth Emet's premises, contents, or persons caused by the renter, its agents, or its guests. The renter agrees to compensate Beth Emet for any such

damage or loss.

SECURITY

Beth Emet requires that you submit a list of all event attendees in advance of the event, including guests and vendors. Security will be hired during the time of your party from the start of set-up through clean-up. The Synagogue will cover the cost of security during a B'nei Mitzvah service, but it is your responsibility at other times when using the building.

The west door will be monitored by the security guard and request that this person not be distracted by doing other tasks requested by host families. Depending on the size of the event, additional security be may hired, as determined by Beth Emet, for which you will be invoiced following the event.

STAFFING

Every rental event that includes food requires outside staffing at your expense. If the vendor or staff person(s) hired are not familiar with Beth Emet or have never been onsite, they must meet with the Executive Director prior to working on the premises.

TOBACCO/CANNABIS

Beth Emet Synagogue does not permit tobacco or cannabis (including edibles) anywhere in the building or on its property.

Please note that all fees that are mentioned in this booklet are subject to change, and we ask that you please refer to the fee sheet.