

Facility Rental Guide

For Celebrations & Rentals at
Beth Emet The Free Synagogue

Last Updated: November 14, 2013



Bekki Harris Kaplan, Executive Director | Beth Emet The Free Synagogue

M: 1224 Dempster, Evanston, IL 60202 | P: 847-869-4230 | E: kaplan@bethemet.org | W: bethemet.org

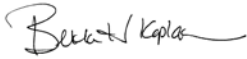
BETH EMET FACILITY RENTAL GUIDE

Thank you for choosing to hold your event at Beth Emet The Free Synagogue. This guide has been developed to assist you and to ensure that the planning process is as stress-free as possible.

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 and that you and your guests respect all that is within the Synagogue.

Please always feel free to call me with questions, and know that I am here to help you all along the way.

We look forward to working with you! *B'hatz'lacha!* Here's to success all around!



Bekki Harris Kaplan
Executive Director

Contact Information

Phone: 847-869-4230 (ext. 304)

Email: kaplan@bethemet.org

TABLE OF CONTENTS

HOW TO RESERVE A ROOM / DEADLINES	4
WHO MAY USE THE SYNAGOGUE	4
SPACE & EQUIPMENT AVAILABILITY	5
BUILDING HOURS	5
AVAILABLE EQUIPMENT	5
CATERERS & FOOD	6
PROOF OF LIABILITY AND WORKER'S COMPENSATION	6
DELIVERIES	7
FOOD	7
ALCOHOLIC BEVERAGE	7
MUSIC & DANCING	7
PHOTOGRAPHY	7
DECORUM	8
FLOWERS, BALLOONS, & DECORATIONS	8
COAT CHECK	8
PARKING	8
SECURITY	9
SMOKING	9
INVITATIONS	9
PAYMENTS	9
GRATUITIES	9
MAZON	10

HOW TO RESERVE A ROOM / DEADLINES

What follows is a 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, we ask that you please confirm dates and times with the rabbis first as timing after Shabbat and Jewish holidays factor into the decision of date availability.
2. If the space is available, the office will send you a packet of information and contracts.
3. In order to **secure your reservation**, please submit the *Facility Use Contract* as soon as possible with a 50% deposit of the anticipated room charge. *(Please refer to the fee sheet in the packet)*

The Synagogue's cancellation policy is as follows: *Fees are refundable if a cancellation takes place no less than three (3) weeks prior to date of the event. 50% of the required deposit as a processing charge will be assessed for all refunds. No refunds will be issued for cancellations made less than three (3) weeks before the event.*

When submitting the *Facility Use Contract*, please include if possible your proposed caterer, band, florist, and/or any other vendors. This by no means is the final information, but it helps to begin the planning process and allow the Synagogue to intervene should a proposed vendor present a problem.

A list of approved vendors is available with the Facility Rental packet. Should you wish to use another vendor other than those that are listed, please consult with the Executive Director as soon as possible (before any vendor contracts are signed). 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.*

4. Three weeks prior to the event, we ask that the Caterer's contract 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 been at Beth Emet, the certificate 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.
6. All remaining fees will be billed following your celebration. As your feedback is important, we will also be sending you an evaluation form. These are to be returned to the Executive Director, and will be kept in confidence as we are very appreciative of your comments.

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 Rabbi 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 may rent the space free of charge, at the discretion of the Executive Director and/or Rabbi. The Synagogue is not available to non-members who wish to hold a lifecycle event at the Synagogue. In addition, if food is being served for a meal, a caterer and/or waitstaff must be present to deal with all food.

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.

SPACE & EQUIPMENT AVAILABILITY

Herman Crown Room – The Crown Room accommodates 600 people seated auditorium style, 280 people for table service or buffet, and 650 people for a standing reception. *(Please note that only 280 chairs are available)*

Weiner Room – The Weiner Room accommodates 200 people seated auditorium style, 130 people for table service or buffet, and 150 people for a standing reception.

Sanctuary – Available for religious services and life cycle events. No charge to members. For non-members, this requires approval from one of the rabbis. The Sanctuary can accommodate 280 people seated in the pews and choir area. No food or drinks may be served or brought into this space.

Chapel - Available for religious services and life cycle events. No charge to members. For non-members, this requires approval from one of the rabbis. The Chapel can accommodate 40 people seated in chairs. No food may be served in this space.

Library and Classrooms – The Library is available during Synagogue hours for 15 people, subject to the schedule of the school. No charge to members if related to a Beth Emet activity.

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.

AVAILABLE EQUIPMENT

Tables:

Sixty inch round tables – 28

Eight foot banquet tables – 20

Highboy (32 inch) - 10

Chairs:

280 steel-plated burgundy leather chairs

Dance Floor:

Three feet by three feet Snaplock Dance Floor tiles that can be configured to a maximum of 21 feet by 18 feet area. *(Please refer to the fee card)*

Dishes:

Dishware, flatware, stemware for 280. You also have the option of renting these supplies from outside sources. This should be arranged with the Caterer.

Please Note: The Synagogue does not provide linens for any private functions.

Other Equipment:

We have a variety of equipment available for parties including coat racks, a flat screen/projector/DVD player, a screen, two highchairs, and miscellaneous platters and baskets. Please check with the office about availability of each item and whether additional charges may be assessed.

CATERERS & FOOD

A list of approved caterers is available at the Synagogue office. If you wish to use a caterer that is not on the list, please consult with the Executive Director. 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. A clear description of the rules and responsibilities for the Caterer can be found in the Caterer's contract. The contract needs to be signed and submitted to the Synagogue office no later than three-weeks prior to the event. 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 in regard to this fee. Should you wish to use paper goods only, please note that there is still a catering fee associated with the rental, however the fee is less.

Catering trucks can be loaded and unloaded in the alley, on the southwest corner of the building. Trucks/vans can 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 cannot remain propped open without someone from the catering staff present as this is a breach of security for the Synagogue as well as for the event.

PROOF OF LIABILITY AND 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 must agree to pay Beth Emet for any such damage or loss.

DELIVERIES

All deliveries must be arranged with the Executive Director's office prior to the event as storage of items is limited. Food or equipment should not be delivered more than two days prior to the event, and all pickups must be arranged the next business day following the event. Friday deliveries must take place before 3:00 pm when the Synagogue offices close. Please note that all deliveries must first check-in with the Reception Desk, 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.

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

ALCOHOLIC BEVERAGE

Alcoholic beverages are allowed to be served at the Synagogue for those events for which it is appropriate. Alcohol can only be served, however, if there is a certificate of insurance on file from the caterer and/or food service staff. (For more information on insurance, please refer to the section above).

MUSIC & DANCING

On Shabbat, including Bar/Bat 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 and dancing at all other times (besides Shabbat) must be respectful of the Synagogue as a house of worship and study.

PHOTOGRAPHY

Photography and videotaping are not permitted in the Sanctuary during or for a period of 30 minutes prior to any service. All photographs and videotapes may be taken in the Sanctuary at other times subject to the

school and B'nai Mitzvah tutoring schedule. Please arrange with the Cantor's office when pictures will be taken as someone needs to be present when the Ark will be opened and a Torah removed.

Please note that for all weddings, taping of the processional and recessional can be photographed or videotaped live. Please consult the officiating rabbi regarding his/her own taping requirements.

DECORUM

Beth Emet first and foremost is a place of worship, and we ask that any celebration be respectful. We expect that you and your guests will exercise good judgment in behavior, language, dress, and to respect the Synagogue's expectation that your guests will remain in the area where the party is being held. (Restrooms are located in the school corridor, but we ask that guests not linger in the halls, near the offices, by the elevators or on the second floor.) Renters will be responsible should damage occur anywhere in the building. (See liability under "Catering & Food")

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 Havdallah 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. As safety is utmost, we ask that you do not 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 can be easily activated should a balloon fly above its beams.) We ask that you take every precaution to ensure that balloons be 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.

COAT CHECK

A Coat Room is available on the west-side of the Crown Room, and is easily accessible to the hallway. However, the Synagogue does not employ personnel to check personal items. Should you wish to have this service, please consult with the caterer.

PARKING

Beth Emet's parking lot can accommodate 45 cars, which your guests are free to use. Please be aware that there may be other Synagogue events/services during the time of your party (especially Shabbat morning), and we ask that your guests be respectful of safety in the parking lot as well as the use of the special needs and staff parking spaces. As the parking lot is the property of Beth Emet, the staff of the Synagogue has the right to ticket and tow any vehicle that may be causing serious problems in the lot.

Should you hire some mode of transport for your guests (e.g. bus or shuttle van), we ask that you alert the Executive Director. Parking restrictions on Dempster may prevent the loading and unloading of these vehicles.

SECURITY

As security is very important at Beth Emet, we require that our security person be hired during the time of your party including the time of set-up and clean-up. The Synagogue will cover the cost of security during a Bar/Bat Mitzvah service, but it is your responsibility thereafter. Please note that the security person will be stationed in the Foyer (outside the Sanctuary) to watch who is coming and going through the main doors (which will remain unlocked during the time of the celebration), and does have a walkie talkie to alert other members of our staff should the need arise. In turn they have direct access to the Evanston Police Department. We ask that this person not be distracted by doing other tasks requested by host families. At an additional cost, you may wish to have an additional security person or wish to employ an off-duty Evanston Police Officer. A statement following the event will be sent to include the cost of security.

SMOKING

Beth Emet Synagogue does not permit smoking anywhere in the building or on its premises.

INVITATIONS

Invitations for your Simcha can be purchased through the Beth Emet Gift Shop, and a portion of the proceeds will benefit Beth Emet Synagogue. For more information or to arrange an appointment, please contact the office at 847-869-4230 who can provide the current contact information.

PAYMENTS

To reserve the room, a deposit of 50% of the room charge is required to secure the reservation. The catering fee needs to be paid by the caterer three weeks prior to the event. As some caterers bill the charge directly to the renter, please let the office know if you want this charge added to your statement. Following the event, you will receive a statement detailing the charges, and all balances need to be paid in full within 30 days.

GRATUITIES

There are many staff members at Beth Emet who play an integral role in the logistics 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.

MAZON

We are pleased to tell you that we are official partners with MAZON, the Jewish Response to Hunger. MAZON is a national organization that makes grants to a broad spectrum of non-profit organizations in the United States, Israel and throughout the world – all of which provide funding for projects that address hunger.

As a partner of MAZON, we suggest that you donate 3% of the cost of your Simcha. For more information, you can contact MAZON at: 10495 Santa Monica Blvd., Suite 100; Los Angeles, CA 90025. Phone: 1-800-813-0557. You can also find them at mazon.org.

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.