

## **Facility Regulations and Catering Guidelines**

### **1. Facility Users**

- a. Synagogue members
  - i. Priority in Use over non members, first come first served.
  - ii. Members can book facility 2 years in advance of event
  - iii. You must have been a member at least one year prior to the year in which the event is held in order to receive membership pricing.
  - iv. Fees:
    1. No Rental Fee for religious events (Weddings, Bnai Mitzvah, baby naming)
    2. \$2250 Non-religious events
    3. \$1000 Facility Fee (setup, maintenance) for any event
  - v. Deposit required to hold date
    1. \$500 For religious events (Weddings, Bnai mitzvah, baby namings)
    2. \$1000 Non religious events
- b. Non Members
  - i. Non-Members can book facility 1 year in advance of event
  - ii. Non members may book facility for Bar/Bat Mitzvah parties but not services. Bar/Bat Mitzvah services limited to children of synagogue members who have undergone two years of training with MJC&S clergy
  - iii. Fees
    1. \$4500/day Rental Fee for any event
    2. \$3000/day Rental Fee for still shoots
    3. \$8,000/day Rental Fee for film shoots
  - iv. Deposits
    1. \$2250 required to hold date
    2. \$1000 Security Deposit due 10 days before event (fully refundable)
- c. Supervision
  - i. Registration for events will be done through the Synagogue office
  - ii. A synagogue representative will be present at and in charge of all events, and responsible for locking facility after all others have left.

### **2. Facility Uses and non-uses**

- a. Valet services required for more than 150 guests
- b. Use of the outside area is to be encouraged over use of the sanctuary
- c. Facility hours
  - i. Monday-Friday hours 7am-11pm
  - ii. Not available Tuesday after 2:00
  - iii. Not available Friday after 3:00
  - iv. Saturday scheduling is at the discretion of the Clergy
- d. Weddings

- i. Rental of the facility does not include clergy. Availability of clergy is at the discretion of Rabbi and Cantor
- ii. Outside Jewish clergy or non Jewish clergy may officiate

### **3. Usage Terms and Details**

- a. Rental runs from 8:00 am to 8:00 am the following day
- b. Set up for Saturday afternoon parties must conclude by 10:30am when services start
- c. Evening parties: facility must be closed and locked by 1:00am. Amplified music must be indoors by 12:00am.
- d. Maximum number of attendees
  - i. With tables 500
  - ii. Without tables 750
- e. Areas included in rental
  - i. Inside
  - ii. 2 courtyards
  - iii. Amphitheatre
  - iv. Grassy area
  - v. Changing room
  - vi. Kitchen
  - vii. Parking
- f. Equipment included in rental
  - i. Dance floor
  - ii. Tables
  - iii. Chairs
  - iv. AV equipment
  - v. Heaters
  - vi. Screening
- g. Prohibitions
  - i. No duct tape
  - ii. No hanging things from ceiling
  - iii. No confetti
  - iv. No rice thrown inside building
  - v. Nothing attached to walls or windows
- h. Vendors/ service providers
  - i. MJC&S must approve all caterers
  - ii. Other service providers must provide MJC&S with proof of insurance and agree to abide by MJC&S rules and policies.

### **4. Food**

- a. Kitchen is Kosher
- b. Food and beverages will only be provided by MJC&S approved caterers
- c. Meat: must be kosher, served by a kosher caterer
- d. No:
  - i. Non kosher meat
  - ii. Milk with meat
  - iii. Shellfish
  - iv. Milk with coffee after meat meal

- e. Dairy, Fish and Vegetarian meals can be provided by an approved non kosher caterer.
  - f. Mashgiach: BYO
  - g. Craft service for Film shoots is allowed as long as food and food prep area stay in the parking lot and do not enter the facility.
5. Rental Rates
- a. Members (Membership duration must be at least 1 year for reduced booking fee)
    - i. \$1000 facility fee for religious events (\$500 deposit to hold date)
    - ii. \$2250 Rental and facility fee for non religious events (\$1000 deposit to hold date)
    - iii. Damage deposit \$1000
  - b. Non Members
    - i. \$4500 Rental and facility fee (\$2250 deposit to hold date)
    - ii. Balance due 90 days before event
    - iii. \$1000 damage deposit due 10 days before event
  - c. Cancellation
    - i. Deposit is non-refundable
    - ii. Cancellation:
      - 1. Deposit will be refunded if MJC&S can re-book date, minus \$500 rebooking fee