



Facilities Use Guide



WESTCHESTER REFORM TEMPLE

May 2017

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INTRODUCTION

Welcome and Shalom! Thank you for considering having your special event at WRT.

This Facilities Guide will help you answer many of the questions that may arise when planning an event at Westchester Reform Temple. It contains policies and procedures that the Executive Director, Facilities Manager the Facilities Committee have set for the safety and protection of the members of Westchester Reform Temple and their guests. Please note, it may be necessary to amend or modify these policies and procedures from time to time and we will communicate these changes to you to the best of our ability.

WRT's Social Hall, Beit Midrash and Center of Jewish Life (CJL) are available to rent for a family Shabbat dinner, an afternoon Kiddush or luncheon or an evening party. Our expanded campus allows us to accommodate everything from small family events to large elaborate parties.

An event of any kind is both a meaningful and detailed endeavor. When planning your event please remember to respect the core values of the WRT community.

The Executive Director, Facilities Manager and members of the WRT team are always available to provide information and answer any questions you may have as you begin the process of planning your celebration. We are available to give tours of the spaces as well as share photographs of previous events held here. And as your event gets closer, we will work closely with you and your vendors to put the pieces together to ensure a successful and smooth running party.

We look forward to working with you as you plan your celebration at WRT.

WRT MAIN BUILDING

THE SOCIAL HALL

- The Social Hall measures 39' X 73'
- Room capacity: 260 seated with dance floor; 325 seated without dance floor
- Room can be subdivided into smaller configurations for more intimate events

THE ULAM

- The Ulam is located across from the Social Hall and is included in the Social Hall rental
- The space is ideal for use during a cocktail hour or as a “game or entertainment room” for younger guests
- The Ulam measures 32' X 50'
- The space can also be rented separately for smaller functions

THE BEIT AM

- Located next to the Ulam, the Beit Am is available to rent for meetings and gatherings where no kitchen is required
- The space may also be added to the Ulam for an additional fee
- The Beit Am measures approximately 45' X 58''

THE LOBBY

- The large entrance area located outside of the Sanctuary and Social Hall
- This gracious space has been designed to transition beautifully between the Service and the reception
- This area can be used for hors d'oeuvres and a cocktail hour, with the understanding that it is a public space, and therefore other people may walk through the area
- Set-up in this location cannot take place before services begin

BRIDAL SUITE

- Located off the main lobby, the Bridal Suite is available for changing and is equipped with a bathroom and comfortable furnishings

CENTER FOR JEWISH LIFE (CJL)

- Located just outside the doors of the Sanctuary and Social Hall, in a separate building, the CJL is ideal for more intimate celebrations and is made up of two rooms (a meeting room and a dining room), a center hall and an outside patio space
- The *Meeting Room* measures approximately 34' X 34' and can seat up to 90 – 100 people at tables, or 150 people for a service, meeting or lecture
- The *Dining Room* measures approximately 34' X 24' and will accommodate approximately 60 people seated at tables
- The *Center Hall* is located between the two rooms and can be used for hors d'oeuvres and a cocktail hour, or as a serving area for a buffet
- When weather permits, the *Patio* is available for outdoor parties and is suitable for tenting

HOW TO RESERVE A SPACE FOR B'NEI MITZVAH CELEBRATIONS

A Facilities Use Agreement (the “contract”) for the use of the facilities will be sent out approximately four weeks after the initial distribution of Bat/Bar Mitzvah dates, when a family indicates interest in reserving a space.

You will have 30 days to return the completed contract to the WRT Facilities Manager, with the required 50% deposit of the total amount for your selected room(s). **YOUR CHECK WILL NOT BE CASHED AT THIS TIME.**

During this time please feel free to contact the Facilities Manager if you have any questions, need additional information or would like to schedule a tour of the spaces.

In order to allow everyone an equal opportunity to make their decision, all completed contracts received within this initial 30 day period will be given the same consideration.

If there are no conflicts for your request, you will be notified by the Facilities Manager that your contract has been approved. WRT will cash your deposit and return a signed copy of your contract, confirming your request.

The remaining 50% of the outstanding room rental balance will be due four (4) weeks prior to your event.

*ONCE THE CONTRACT IS APPROVED AND SIGNED BY BOTH PARTIES, YOUR DEPOSIT BECOMES **NON-TRANSFERABLE** AND **NON-REFUNDABLE**.*

If more than one family requests the same day and space, and submits a completed contract within this initial 30 day period, every effort will be made to accommodate all families.

An afternoon celebration (luncheon) will be given priority over a Kiddush in the Social Hall; a function that can only be held in the Social Hall will be given priority over a function that can be accommodated in either the Social Hall or the CJL.

If a conflict cannot be resolved to the satisfaction of the families, the Facilities Manager will meet with both families together to resolve the conflict by performing a coin toss.

For contracts received after the initial 30 day period, requests will be handled on a first-come, first-served basis.

**HOW TO RESERVE A SPACE FOR OTHER LIFE CYCLE EVENTS,
PROGRAMS AND NON-MEMBER EVENTS**

To reserve a space for events other than Bar/Bat Mitzvah celebrations, contact the Facilities Manager to see if the space and date is available. If available, a contract and other forms will be sent to you.

The completed signed contract must be returned with the required deposit, in order to reserve the space.

The outstanding room rental balance will be due four (4) weeks prior to the event.

Events or parties for non-WRT members cannot be scheduled more than six months prior to the date of use, and must be approved by the Executive Director or the Facilities Manager.

*ONCE THE CONTRACT IS APPROVED AND SIGNED BY BOTH PARTIES, YOUR DEPOSIT BECOMES **NON-TRANSFERABLE** AND **NON-REFUNDABLE**.*

DEPOSIT AND PAYMENT POLICY:

1. A 50% deposit is due with the signed contract.
2. The outstanding balance is due four (4) weeks before the event date.
3. Any extras (i.e. audio visual equipment, dance floor, dishes, custodial and security overtime beyond their regular work day, bathroom attendant, coat room attendant, etc.) will be billed immediately following the event, and is payable immediately.

WHAT IS INCLUDED IN YOUR FACILITIES RENTAL

Your event rental fee includes the following:

- Facilities Manager to assist you, your party planner, caterer and other vendors for advanced planning of your event
- Ulam (if you are renting the Social Hall for a luncheon or evening party)
- On-site Security during your event (during normal operating hours)
- On-site Custodial Staff during your event
- Tables and chairs
- Fully equipped kitchen with professional appliances and generous work space

Staffing for Events

Facilities Manager:

The Facilities Manager's role is to help you and/or your party planner/caterer in the advance planning of the event. From the initial stage of picking the right location to the last minute details right before the big day, the Facilities Manager is available to provide information and answer any questions you or your vendors may have. Your cooperation in communicating all aspects of your event in a timely manner with the Facilities Manager is essential to a successful celebration. (The Facilities Manager is not expected to be present at the event itself.)

Custodial Staff:

Custodial staff will open and close building, and manage heating, air conditioning and lighting systems. Your rental fee is based on the assumption that the Custodial Staff will spend one hour after the scheduled ending of your event, to clean and reset the building for next use. Any additional time that the Custodial Staff is required to work, because of a late ending time for your event, will be charged at the rate of \$65 per hour, per Custodian.

Security:

A security guard must be present when WRT is normally open to the public, and there is no additional charge to you for these hours of coverage. If an event is held outside of this normally scheduled time (i.e. after Havdalah services), or if additional guards are deemed necessary by the Facilities Manager (e.g. with parties with 150+ guests, or for other reasons), WRT will hire additional security guards, and this cost will be charged to you as an additional expense.

Restroom Attendant:

If your event will host more than 150 guests, you will be required to pay for a restroom attendant, and this cost will be charged to you as an additional expense.

Coat Room Attendant:

An attendant in the coat room is available at your discretion. If desired, the Facilities Manager will hire an attendant, and this cost will be charged to you as an additional expense. WRT is not responsible for any lost or stolen items.

Chaperones:

If more than 40 children (15 years old and under) attend your celebration, you will be **required** to independently provide adult chaperones to work during the event. Chaperones are required to maintain order during services, during the reception and throughout the building.

WRT FURNITURE AND EQUIPMENT

The rental agreement includes the use of WRT tables and chairs. For a complete inventory list, please see appendix B.

Please notify the Facilities Manager at least two (2) weeks prior to your event with a complete list of your equipment needs.

WRT has additional items available for rent, including:

- Dishes, Cutlery, Glasses, Platters
- Tablecloths
- Dance Floor
- AV Equipment
- Chuppah

Please contact the Facilities Manager if you are interested in renting any of the above items.

SERVICE TIMES

Morning Services will begin at 10:00 AM and Havdalah Services will begin at 5:00 PM. Services are usually between 1¾ - 2 hours.

Your invitations should invite guests to arrive 15 minutes prior to the stated Services start time, as Services begin promptly.

TIMING OF EVENTS:

A *Kiddush* takes place directly after services and is 1½ hours in length. There is no dance floor, no music and minimal seating.

A *luncheon* is a longer event that may last up to 4 hours. A dance floor and music are allowed.

An *evening party* is 4-5 hours in duration, and must conclude by 11:00 PM on weekdays and Sunday evenings, and by midnight on Saturday and holiday evenings.

The timing of all events must be approved by the Facilities Manager in advance, to ensure that there is no conflict with other scheduled events or activities.

A 1-hour clean-up time is included in the rental fee. Any event which requires additional time for this activity must be approved by the Facilities Manager in advance, and will be billed to you at an additional fee of \$50 per hour, per Custodian.

VENDOR POLICIES

CATERER

You must select your own caterer (and other vendors). A list of caterers who have worked at WRT, as well as a list of members (with their permission) who have used the facility, is available from the Facilities Manager.

The name of your caterer must be submitted in writing to the Facilities Manager, at least two months in advance of the event.

WRT reserves the right to reject any caterer, party planner or contractor.

Use of the Kitchen:

A state-of-the-art, professional kitchen is located behind the Social Hall, and is available with most room rentals in the main building.

The professional industrial size appliances consist of: 3 refrigerators, 1 freezer, 6 ovens, 1 ice machine, 1 dishwasher and 5 large coffee urns.

No equipment will be moved, removed or modified.

The caterer is responsible for removing all trash from the building, and placing it in the outside receptacles immediately following the function.

All appliances are to be turned off and portable electrical appliances are to be unplugged prior to leaving the premises.

Catering Requirements

All caterers must be approved by WRT, sign a caterer agreement, and provide the following:

Damage Deposit: The caterer and/or host must submit a \$500 damage deposit. The deposit will be returned after the event, or may be kept on account for future events upon the caterer's written request.

Licensing: All caterers must have a current business license, held in the name of the catering company.

Health Department Certification: All approved caterers must prepare food at a facility inspected and approved by the Health Department with health certification.

Insurance: All caterers are required to provide a current Certificate of Liability Insurance in the amount of \$1 million with a \$2 million aggregate (minimum), naming WRT as Additional Insured.

The certificate should read:

Westchester Reform Temple [WRT], its directors, trustees, officers, employees, volunteers, agents and assignees are included as additional insured on a primary non-contributory basis with regard to liability.

Workers Compensation and Liquor Liability Insurance: The caterer must also provide proof of Worker's Compensation and Liquor Liability Insurance. All Certificates of Insurance must be given to the Facilities Manager at least one month prior to the event.

Load-in/Load-out: All event vendors must use the Saxon Woods loading dock entrance for load-in/load-out.

Due to limited storage capabilities at WRT, a same day drop-off/pick-up is required unless prior permission is given by the Facilities Manager.

All food and rental items must be clearly labeled with Party name, Date of event and Room location.

The kitchen is self-service and must be left in the condition in which it was found. All caterers are required to sweep, mop and place garbage in dumpsters outside, prior to leaving the building.

No leftovers are to be left in the refrigerator without prior permission. We request that all leftovers be donated to a local shelter. Shelter addresses are available from the Facilities Manager.

WRT's Dietary Rules:

We operate a kosher-style facility.

- Under no circumstances may any kind of pork or shellfish products be brought into the facility, or served.

- Meat and Dairy items are to be kept separate, and not to be served as part of the same dish.

- As a nut-aware/free facility, and in respect and care for our many congregants with severe nut allergies, all foods containing nuts or nut-oils must be avoided. If nut-related foods are being considered, prior permission must be received from the Facilities Manager, and all such foods must be clearly labeled – both when stored in the facility and when served.

Koshering the Kitchen:

All events which require koshering the kitchen must be scheduled in advance, and approved by the Facilities Manager. Any such work may not conflict with other activities that need the kitchen. We prefer that kosher caterers cover kitchen counters and bring in kosher dishes to serve at the event. When using a kosher caterer who will be koshering the kitchen, an additional security deposit will be required.

Alcohol:

Alcoholic beverages may be served only in the social areas of WRT and cannot be offered for sale. All applicable federal, state and local laws must be obeyed, including required insurance, and laws restricting the serving of alcoholic beverages to minors.

The host is responsible for the behavior of all guests, must prevent any alcohol abuse and excessive consumption, and must take care to prevent a circumstance wherein a guest leaving the event may be driving under the influence of alcohol.

WRT will be held harmless for any loss, damage or injury related to the service or abuse of alcohol served by the host.

MUSIC AND ENTERTAINMENT/GAMES

WRT is in a residential neighborhood. Please be considerate of our neighbors by moderating the volume of the music and respecting the stated party hours.

The DJ and/or band, as well as the gaming company, **MUST** view the facility prior to the event to locate electrical outlets and determine that there is adequate power to suit their needs. If necessary, rental of a generator is the client's responsibility.

Vendors may be asked to sign an agreement stating that they have done a walk-through of the space and understand the electrical capabilities.

Insurance: All caterers are required to provide a current Certificate of Liability Insurance in the amount of \$1 million with a \$2 million aggregate (minimum), naming WRT as Additional Insured.

The certificate should read:

Westchester Reform Temple [WRT], its directors, trustees, officers, employees, volunteers, agents and assignees are included as additional insured on a primary non-contributory basis with regard to liability.

For more elaborate set-ups, additional rental fees and security deposit may be required.

WRT has a piano that may be used, for an additional fee.

WRT reserves the right to restrict the form of entertainment offered on its premises to allow only that which is considered fitting and proper. Please discuss all proposals for games with the Facilities Manager before signing a contract with gaming vendor.

The Facilities Manager must be informed of your specific entertainment plans at least one month in advance.

PHOTOGRAPHY/VIDEOGRAPHY

Photographs and video may not be taken during any religious service. Please advise your guests and photographer.

Photographs may be taken before or after religious services, depending upon the availability of the Sanctuary. Please schedule a time for family photos in the Sanctuary. Photographers are **NOT** allowed to touch or move the microphones and/or reading table.

For Bat/Bar Mitzvahs, WRT provides a stationary video live stream of the service, and a downloadable link of the recording, which is included in the B'nei Mitzvah fee.

THE FLORIST/DECORATING

While we encourage creativity, we ask that you and your vendors follow the decorating guidelines so as to limit damage to our facilities and ensure compliance with safety regulations:

- No tacks, nails, screws, tapes, adhesives or other means of fastening shall be used on walls, ceilings, floors or other structural areas of the buildings
- No decorations are permitted on the exterior of the buildings, grounds or driveway
- Alterations, additions or rearrangements of furnishings, draperies or decorations can not be made without the approval of the Facilities Manager
- No open flame candles are allowed. Candles must be placed in a votive or hurricane container
- Sequins, sparkles, confetti, stickers and similar items are not permitted at any event
- Please use discretion in selecting items that may cause damage to the facility (i.e. popcorn, candy, marshmallows, gum, etc.)

All plans for specific electrical requirements, temporary lighting, stage equipment and/or decorating need to be submitted to the Facilities Manager at least one month prior to the event for advance approval. Once approved, an additional security deposit may be required.

All vendors working in the building, including florists and decorators, are required to provide WRT a current Certificate of Liability Insurance in the amount of \$1 million with a \$2 million aggregate (minimum), naming WRT as Additional Insured.

The certificate should read:

Westchester Reform Temple [WRT], its directors, trustees, officers, employees, volunteers, agents and assignees are included as additional insured on a primary non-contributory basis with regard to liability.

ADDITIONAL POLICIES FOR USE OF WRT FACILITIES:

Deliveries:

It is the responsibility of the host to coordinate the scheduling of all deliveries with the Facilities Manager.

Due to limited storage capabilities at WRT, a same day drop-off/pick-up is required unless prior permission is given by the Facilities Manager. Please coordinate drop off and pickup schedule with the Facilities Manager well in advance.

All deliveries and rentals should enter the building through the loading dock/main kitchen entrance at the Saxon Woods Road driveway.

If delivering to the CJL, the driveway should be used to bring supplies into the basement. A lift is available to bring items to the main floor.

All deliveries must be clearly marked with your Party name, Date of event and Room location.

WRT is not responsible for any property delivered for your event.

Decorum:

All persons using the Temple premises shall maintain proper and reasonable standard of behavior.

Those renting the facility shall have access only to the pre-designated rooms.

All staff should be treated with respect.

Families will be held responsible for any damage to WRT property caused by their vendors, contractors or guests anywhere on WRT's campus.

Smoking:

Smoking is not permitted inside any WRT building, or near any open window or doorway on campus, at any time.

ADDITIONAL WEDDING INFORMATION

Chuppah:

Several Chuppah options are available. Please contact the Facilities Manager to arrange to see them. Flowers may not be attached to any WRT Chuppah.

Wedding Rehearsals:

Arrangements for a wedding rehearsal must be made with the Facilities Manager in advance, as the Sanctuary and CJL are in frequent use.

We suggest someone be designated to help organize the procession and recession, as well as to act as coordinator or “starter.” The Rabbis and Cantors do not perform this function.

Bridal Room:

A bridal suite is located off the main lobby and is equipped with a bathroom and comfortable furnishings.

Clergy:

Non-WRT Rabbis and Cantors are not permitted to officiate at ceremonies at WRT, unless they are granted a specific invitation or permission in advance by the Senior Rabbi of WRT.

Flowers:

For wedding ceremonies, the Sanctuary may be decorated with your own floral arrangement. Such arrangements must be approved by the Facilities Manager, and must be removed at the conclusion of the ceremony.

EQUIPMENT INVENTORY

Below is a list of WRT's equipment which is included in the Facilities Rental Agreement for use at your event.

The set-up and break-down of these items is the responsibility of your caterer and/or event planner.

Any costs for damage or loss related to these items will be charged to your account, unless paid for by your vendor.

MAIN BUILDING

Inventory of items will change. Please see Facilities Manager for current inventory.

KITCHEN EQUIPMENT

- 3 Refrigerators
- 1 Freezer
- 6 Ovens
- 1 Ice Machine
- 1 Dishwasher
- 5 Coffee Urns

TABLES

Rectangle Tables

- 4 Foot Long = 4 Tables
- 6 Foot Long = 8 Tables
- 8 Foot Long = 16 Tables

Round Tables

- 30 inch Rounds = 6 Tables
- 36 inch Rounds = 5 Tables
- 42 inch Rounds = 8 Tables
- 60 inch Rounds = 20 Tables
- 72 inch Rounds = 15 Tables

CHAIRS

- 300 Grey Banquet chairs
- 300 Blue Banquet chairs
- 150 Folding Padded chairs (Blue pad / Black frame)

EQUIPMENT INVENTORY (continued)

Inventory of items will change. Please see Facilities Manager for current inventory.

The following items are available to rent in the Main Building only, for an additional fee:

***Place Settings:**

Plates

- 350 Small Square
- 350 Large Square

Platters

- 12 Large Square Platters
- 12 Small Square Platters
- 10 Square Bowls

Glasses/ Coffee Mugs

- 225 All purpose Wine Glasses
- 110 Water Glasses
- 350 Coffee Mugs

Cutlery

- 300 Teaspoons
- 300 Soup Spoons
- 300 Knives
- 300 Small Forks
- 300 Large Forks

Other

- Serving Pieces
- Tablecloths (also available for rent in the CJL)
- AV Equipment (also available for rent in the CJL)
- Dance Floor
- Chuppah (also available for rent in the CJL)

Please note: if you chose to rent WRT dishes and glassware, then no other glasses or dishes may be rented/used from an outside vendor. Under no circumstances may the WRT dishes and glassware be combined with those from any other vendor.

Please note that these dishes are only available in the main building.

Center For Jewish Life [CJL]

Inventory of items will change. Please see Facilities Manager for current inventory.

KITCHEN EQUIPMENT

- 1 Refrigerator
- 1 Freezer
- 2 Ovens
- 1 Ice Machine
- 1 Dishwasher
- 2 Coffee Urns

TABLES

Rectangle Tables

- 4 Foot Long = 1
- 5 Foot Long = 8
- 6 Foot Long = 11
- 8 Foot Long = 5

Round Tables

- 60 inch Round = 17

Please be sure to share or deliver your equipment needs in writing, as well as a set-up diagram, to the Facilities Manager at least two weeks (14 days) before your event.

FACILITIES PRICING

Rates are subject to change. Please see Facilities Manager for current rates.

	<u>WRT Member</u>	<u>Non-Member</u>
<u>Social Hall</u>		
Evening	\$3,800 (Sat) \$3,000(Sun)	\$4,750 (Sat) \$3,800 (Sun)
Luncheon	\$3,000 (Sat.) \$2,250 (Sun)	\$3, 750 (Sat) \$3,000 (Sun)
Kiddush	\$1,200	N/A
Shabbat Dinner	\$360.00	\$450.00
Bris/Baby Naming	\$360.00	\$450.00
<u>Beit Am/Ulam</u>	\$1,800 (Sun only)	\$2,250 (Sun only)
<u>CJL</u>		
Evening	\$1,800 (Sat) \$ 1,350(Sun)	\$2,250 (Sat) \$1,800 (Sun)
Luncheon	\$1,200 (Sat) \$ 900 (Sun)	\$1,500 (Sat) \$1,200 (Sun)
Kiddush	\$1,000	\$1,250
Shabbat Dinner	\$360.00	\$450.00
Bris/Baby Naming	\$360.00	\$450.00

Additional Charges

Rates are subject to change. Please see Facilities Manager for current rates.

Dance Floor	\$250.00
Video (projector, screen)	\$250.00
Large Screen TV	\$100.00
Dishes (plates, cutlery, platters, glasses)	\$7.00/place setting (includes washing)
*Security, per Guard	\$40.00 - 65.00/hour
*Custodian, per Custodian	\$65.00/hour
Bathroom Attendant, per Attendant	\$20.00/hour
Coat Room Attendant, per Attendant	\$20.00/hour

*Security – every hour after services end and/or where the building would otherwise be closed.

*Custodian – every hour after 11:00 pm; every extra hour required for late ending of events.

Non-profit organizations receive a 25% discount off of the above member rates.