

TEMPLE DE HIRSCH SINAI B'NAI MITZVAH ADDITIONAL FEES & CHOICES

In addition to those elements included in the B'nai Mitzvah Training & Service Fee (please see B'NAI MITZVAH TRAINING & SERVICE FEE information sheet for further details), please consider the following options and event requirements

LUNCH: If you would like to host a luncheon at Temple (in addition to the standard Simple Kiddush included in the B'nai Mitzvah Training and Service Fee), the cost is \$300.00. This fee covers a standing, seated (up to 10 round tables plus 80 chairs) or a combination of seated and standing dining. Additional tables can be added for an additional fee. In Seattle, only a stand-up luncheon is allowed in the Foyer, sit down luncheons must be held in the Sidney Z. Jaffe Auditorium or Auditorium Annex. The \$300.00 fee also includes linen tablecloth rental and the use of Temple china, glassware and flatware.

EVENING PARTIES: An evening party may be held in the Sidney Z. Jaffe Auditorium or Auditorium Annex in Seattle or the Hoffman Social Hall in Bellevue.

- Reservations for these rooms are on a space available, first-come/first-served basis.
- Reservations are accepted upon receipt of your signed B'nai Mitzvah Facilities Use Contract and payment of a \$250.00 non-refundable deposit (applicable to room rental). Contract and deposit must be received at least 3 weeks prior to the event.
- Room rental fees can be found on the B'nai Mitzvah Facility Rental Rates information sheet. Room rental fees are based on 4 hours of use, including all set-up and tear-down time. Additional hours of use after midnight are billed at \$125.00/hour or \$250.00/hour.
- Set up time must be cleared in advance to assure availability of facility. Set up time (in addition to the 4 hours of included use) will be billed at \$50.00/hour.
- Security is provided/paid for by Temple during services. For after service events (luncheons, dinners, evening parties), security is required in Seattle and recommended in Bellevue and is billed at \$40.00/hour in Seattle and \$45.00/hour in Bellevue for a minimum of 4 hours.
- Rental linens may be used for any party for an additional fee: tablecloths (white or off-white only): \$8.00/tablecloth, napkins (choice of 12 colors): \$0.50/napkin. These items must be ordered at least 7 business days prior to the event. Temple's dishes/flatware/and glassware are available for use at no extra charge.

CATERERS: For your convenience, Temple has a list of approved caterers. If you choose to self-cater or use a caterer not on the approved caterer list, an additional charge of \$200.00 per event applies and food service must be approved by the Executive Director. Caterers not on Temple's approved caterer list must also pay a refundable \$250.00 deposit and provide proof of liability insurance naming Temple De Hirsch Sinai as an additional insured. Kosher style food guidelines must be observed. All caterer must set guest tables, place food, serve, clean up, wash and put away dishes.

KOSHER STYLE GUIDELINES: No pork (including ham) or shellfish allowed. Meat/poultry and dairy may not be combined in the same dish or served on the same buffet table.

SAFETY: It is the responsibility of the host(s) to monitor/chaperone the activities of all guests, including minors, to prevent damage to Temple property and ensure guests remain in supervised areas at all times.

FLOWERS: Your florist may deliver arrangements anytime during normal business hours (9:00 a.m. to 5:00 p.m., Monday - Friday) or on Saturday morning (8:30 a.m. or later). You may also elect to use food baskets from Jewish Family Service. Please contact JFS directly at (206) 461-3240 for details.

PHOTOGRAPHY/VIDEOGRAPHY: You may use any photographer/videographer you choose, however Temple does have a list of recommended photographers/videographers.

- No flash photography is permitted during services.
- Photographs and video may be taken during services if photographer/videographer stays in one location and does not interfere or cause a distraction.
- Please schedule time for any photos taken prior to services with Sher Garfield, Facilities and Event Coordinator at (206) 315-7390.
- In order to take photos/shoot video with the Torah, the presiding Rabbi must be present. Please clear this with his/her schedule before making arrangements with your photographer/videographer.

FOR ADDITIONAL INFORMATION OR TO RESERVE AN EVENT SPACE:
Please contact Sher Garfield, Facilities and Event Coordinator at (206) 315-7390