



Temple Beth-El Simcha Planning Guide

Guidelines for use of Temple Beth-El Facilities

1. Integrity of Shabbat must be maintained at all times.
2. Members are responsible for supervising the behavior of guests and ensuring the sanctity of Shabbat. Any damages are the responsibility of the member.
3. All ritual inquiries, changes and addendum must be submitted to the Rabbi.
4. Torahs may not be removed from the Ark without either the Rabbi or Cantor present.
5. Photography times must be coordinated with the Rabbi and Cantor.
6. Exit doors must not be propped or left open.
7. Movement of decorations and flowers is discouraged on Shabbat.
8. The Friday night program is printed on Wednesday and in a quantity of 150 copies.
9. Handicapped accommodations are available upon request.
10. Kashrus must be observed at all times throughout the facility. The Rabbi will make all final decisions regarding Kashrus at Temple Beth-El.
11. All food products brought into the synagogue for an event must be sealed and kosher certified with a certification accepted by the Rabbi of Temple Beth-El.
12. Please clear date for all kitchen use thirty (30) days in advance of any event.
13. The Executive Director must have on file a diagram of the room set up and delivery times for materials.
14. When returning diagram for the room set up to the synagogue, please indicate any special needs such as electrical connections or other hardware requirements.
15. The synagogue does not permit affixing material to the walls, floors or ceiling of rental rooms with nails, staples, etc.
16. Temple Beth-El provides a security officer for Friday night services. Coverage for any other time period must be arranged through the Executive Director.
17. The synagogue does not maintain an Alcoholic Beverage License. It is the responsibility of the member to secure appropriate licensing for their event.
18. Temple Beth-El can not accept the responsibility for decorations, leftover food or other property. Arrange for your caterer to remove all leftover food and materials from the facility at the end of your event. The synagogue will dispose of all leftover food and material if it is not removed from the building.
19. Synagogue policy requires all event fees to be paid in full prior to the event.
20. For weekend events, the Social Hall is available for set-up after 10:00 am on Friday morning.
21. Flower arrangements for events must be delivered prior to 1:00 pm the day of the event.
22. For any seated affair, such as Kiddush, please reserve a table for the Rabbi, his family and the Cantor.

Temple Beth-El Kitchen Use Guidelines

1. All cooking and food preparation must be done in the Temple Beth-El kitchens under appropriate supervision.
2. Only those meeting the following requirements may be hired to cater events at Temple Beth-El: (A.) Approval of caterer by the Rabbi. (B.) A certificate of insurance with appropriate coverage limits. (C.) Valid business license.
3. The Executive Director of Temple Beth-El will schedule a Mashgiach (supervisor of kashrus) to observe the preparation of food to be served. A Mashgiach must be present each time the kitchen is in use or food is being handled.
4. Hours for the kitchen are 10:00 am to 4:00 pm Tuesday through Thursday and Friday 10:00 am until 2:00 pm.
5. The synagogue reserves the right to request copies of menus or lists of all food being served at an event.
6. Storage including refrigeration and freezer space is available during the week of an event on a space available basis.
7. Arrangements for deliveries must be made in advance with the Executive Director one week prior to the event.
8. Kitchen must be left clean.
9. Synagogue staff cannot accept or sign for food or other deliveries of material.
10. The member must supply kosher plastic and foil wrap to cover trays.

Temple Beth-El General Information

Location and Contact Information

3330 Grove Avenue, Richmond, VA 23221—in the Fan District

Phone: (804) 355-3564 Fax: (804) 257-7152

Email: shul@bethelrichmond.org

www.bethelrichmond.org

Decoration

Arrangements must be confirmed through the Executive Director's office one week prior to the event. Full assortment of silver serving pieces available. The Temple does not permit the guest to affix anything to the walls, floors, ceiling or windows with nails, staples, etc.

Music and Entertainment

Please inform the Executive Director one week prior to the event your needs and requirements for hardware and set-up time for musicians. Arrangements may be made for changing rooms for musicians. Music is prohibited on Shabbat and Yom Tov.

Security

Temple Beth-El provides security for Friday evening services. At all other events, security is the responsibility of the guest. The Executive Director will arrange for security as requested with a minimum of seven days advance notice.

Storage

The Temple cannot accept the responsibility for leftover food, decorations, and other property. Please arrange for your caterer to remove all left over food and materials from the kitchen at the end of your event. Decorations not removed from the facility will be disposed of by the staff.

Billing

Temple policy requires all fees for events to be paid prior to the event. Full payment may be made by check or Visa/Master Card.

Important Notice

The Temple does not maintain an Alcoholic Beverage License. It is the caterer's responsibility to maintain and manage any and all dispensing of alcoholic beverages. With the exception of Shabbat wine, any person not of legal age may not be served any alcoholic beverages.

Thank you for your cooperation.

Directions to Temple Beth-El

From the North

- Take Interstate 95-South to Richmond.
- Take Exit 79A to the Powhite Parkway.
- Take the Grove Avenue/Cary Street Exit.
- Turn right towards Grove Avenue.
- At the first stop sign, turn right.
- Make another immediate right turn onto Grove Avenue.
- Proceed straight on Grove Avenue for 3 blocks.
- Temple Beth-El is located on the left at the corner of Grove Avenue and Roseneath Road.

From the South

- Take Interstate 95 North to Richmond.
- Take Exit 78, The Boulevard.
- Turn left at the bottom of the exit ramp.
- Turn right at the first stop light.
- Turn left at the next light, onto the Boulevard.
- Proceed straight on the Boulevard for approximately two miles.
- Turn right onto Grove Avenue (VA Museum of Fine Arts is on the corner).
- Temple Beth-El is located four blocks ahead on the right at the corner of Grove Avenue and Roseneath Road.

From Tidewater:

- Take Interstate 64 West to Richmond.
- Once you approach Richmond City, take Interstate 95 North.
- Follow directions "From the South."

Temple Beth-El Bar/Bat Mitzvah Information Sheet

The following form closely represents how the information about your son or daughter's Bar/Bat Mitzvah will appear in Temple publications. Please fill in the spaces provided as you wish the information to appear. Please check your work carefully to ensure accuracy. Information is due two months prior to the Bar/Bat Mitzvah. Thank you.

Child's Full Name:			
School:		Grade:	
Interests/Hobbies:			
Parents' Names:			
Address:			
Home Phone:			
Work Phone:			
Mobile Phone:			
Paternal Grandparents' Names:			
City/State:			
Maternal Grandparents' Names:			
City/State:			
Siblings:			

Temple Schedule

Kiddush date and sponsor:	___ / ___ / ___	Sponsor:	
How should we announce your Kiddush?			
Pictures will be taken on:	___ / ___ / ___	At:	_____ AM / PM
Notes:			Attach wallet size photo here. Do not staple or glue.

Temple Beth-El Wedding Event Worksheet

Name: _____ Date: _____

Address: _____

Contact Phone #: _____ Date of Event: _____

Caterer: _____ # of Guest: _____ Meat { } Dairy { }

Sanctuary Rental (Member)..... \$ 400.00
...with Chuppah – Use of Kiddush Room for *Ketubah* signing only (no charge)

Sanctuary Rental (Non-Member)..... \$ 500.00
...with Chuppah – Use of Kiddush Room for *Ketubah* signing only (no charge)

Social Hall – Reception (Member).....\$ 350.00

Social Hall – Reception (Non-Member)..... \$ 450.00

Kiddush Room – Reception (Member).....\$ 250.00

Kiddush Room – Reception (Non-Member).....\$ 350.00

Sponsorship of Kiddush..... \$ 225.00

Chuppah Rental (off-site)..... \$ 150.00 flat rate

Hire - Security Personnel @ \$27.00 hour
***** This is handled and paid directly to Security Personnel

Kitchen Rental..... \$ 150.00

Custodial Fee (one-time/flat rate)..... \$ 125.00

Total Charges: _____

By signing, I/We understand the cost and obligations outlined above and recognize that all fees must be paid in full ten (10) business days prior to the event. **All charges are non-negotiable.** Changes or alterations to this sheet must be presented to and approve by the Executive Director of Temple Beth-El thirty days prior to the event. **A deposit of 50% is required to hold the reservation. Caterers must be cleared through the Executive Director thirty days prior to the event.**

Signature

Date

Temple Beth-El Catering Delivery Form

Delivery Information:

Vendor	Date of Delivery
1.	
2.	
3.	
4.	
5.	
6.	

Linen Information:

Size	Quantity	Color
1.		
2.		
3.		
4.		
5.		
6.		

Seating Count: Adults _____ Children _____

Additional Notes: _____

Temple Beth-El Kiddush Sponsorship

Name: _____ Contact Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Event: _____

Celebrated Occasion: _____

Anticipated # of Guests: _____

Cost: \$ 250.00

(Maximum number of guests at this price including the congregation is 75)

When sharing a Simcha with the congregation, Temple Beth-El will provide a traditional Kiddush. The sponsorship fee includes food cost, any food preparation required, serving the food buffet style, and the paper goods. This package can not be used for Bar/Bat Mitzvahs, Weddings, or substantial event. It is used to sponsor a Bar/Bat Mitzvah Kiddush for the congregation where the Bar/Bat Mitzvah family and their guests are holding their reception elsewhere.

Bookkeeper Use Only

Invoice #: _____ *Date:* _____ *Paid:* [] Yes [] No

Method: _____

Temple Beth-El Sisterhood

INVOICE

c/o Stacey Baum, Treasurer
300 Santa Clara Drive
Richmond, Virginia 23229
Phone 804.920.2924 Fax 804.255-1631

Bill To:

Name: _____
Address: _____
City, State, Zip: _____

DESCRIPTION	AMOUNT
Charges for Sisterhood rental of skirts, silver and various kitchen equipment B'nai Mitzvot Bima Flowers	125.00
TOTAL	\$ 125.00

Make all checks payable to **Beth-El Sisterhood**

If you have any questions concerning this invoice, contact Stacey Baum, sfbaum@gmail.com or 920-2924.

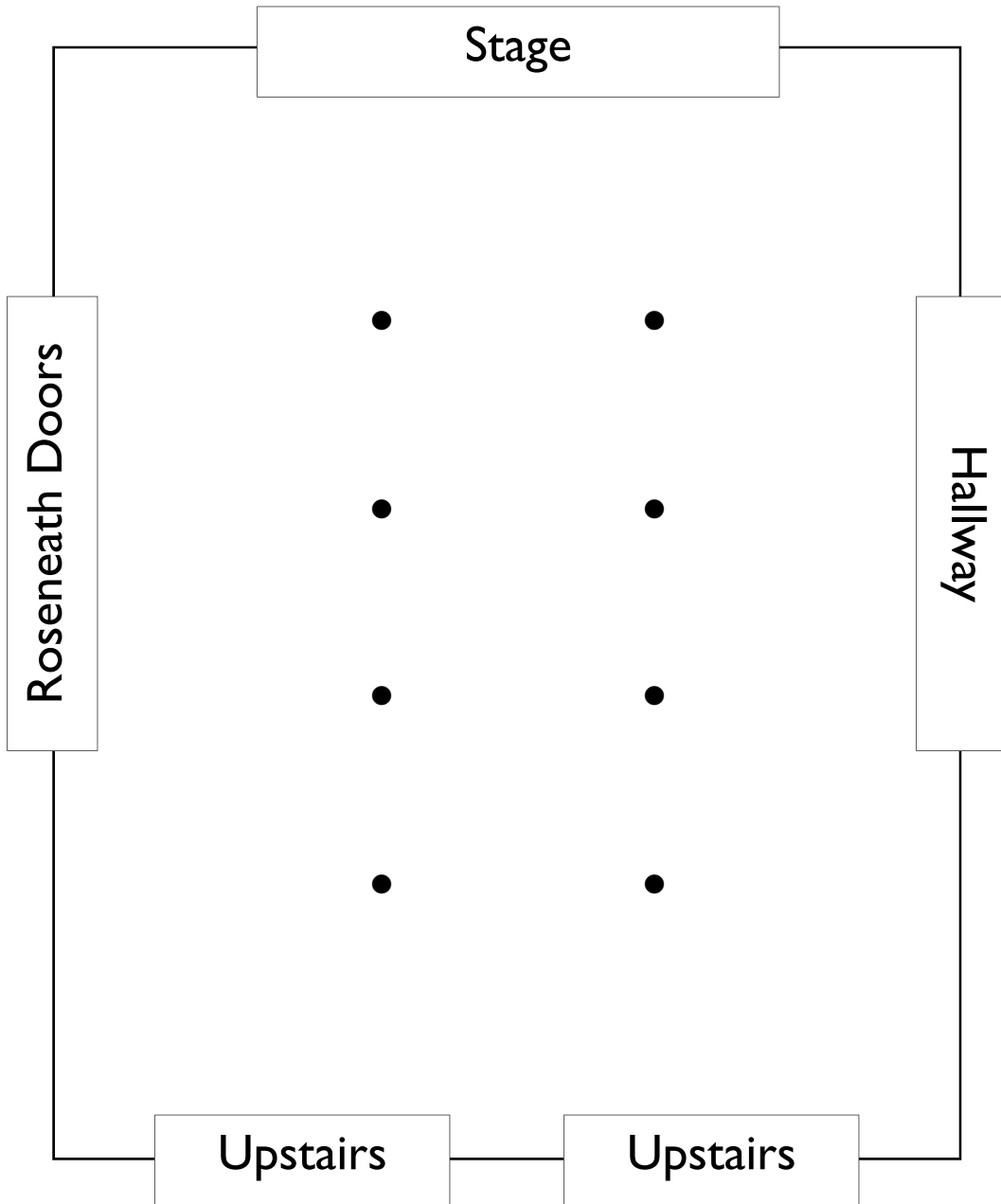
THANK YOU FOR YOUR SUPPORT OF SISTERHOOD!

Internal Use Only:

Check Number: _____
Date: _____

Temple Beth-El Event Planning Diagram

Name:			
Event:			
Date:		Time:	



Temple Beth-El Event Planning Diagram

Name:			
Event:			
Date:		Time:	

