

# Congregation Beth Yam Committee Event Form

Committee/Affiliate Organization: \_\_\_\_\_

- ◆ Calendar confirmation: CBY Office at (843) 689-2178 or bethyam@aol.com
- ◆ You may check the availability of dates by going to the Beth Yam calendar at: www.bethyam.org (click on calendar menu)
- ◆ Please check the previous and following day as well as the day in question for possible setup and breakdown conflicts
- ◆ Please inquire for cost if using musicians or soloists\*
- ◆ **Your event will NOT be placed on the calendar until a hard copy of this completed form is submitted to the office.**
- ◆ Note: No food is allowed in the JRC
- ◆ CBY uses recycling. Please use the bins according to the signage

Event Date: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Event Name: \_\_\_\_\_ Time: (Start/End): \_\_\_\_\_

Event Location if Off Site: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SET-UP (See other side for diagram)

◆ Room Set-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Location/Rooms to be used (check all that apply):

- Social Hall A
- Social Hall B & C
- Kitchen
- Lobby
- Sanctuary
- Jewish Resource Center

Will you need assistance from any of the following:

- Rabbi Bloom
- Music\*
- Sisterhood
- Advertising
- Ritual
- Audio/Visual
- Men's Club
- Office

Audio/Visual Requirements:

### Please Initial

\_\_\_\_\_ \*Music fee based on number of hours for musicians and/or soloist

\_\_\_\_\_ Refundable deposit to cover breakage when using glassware or dishes \$50.00

\_\_\_\_\_ Fee to lock up after all events if committee chair is not available \$25.00

\_\_\_\_\_ **Typical set up and breakdown of Social Hall takes 2 hours; \$35/per additional hour** \$70.00

- ◆ No set up allowed on Shabbat or other religious holiday
- ◆ No charge for set up or clean up for an oneg following a worship service

\_\_\_\_\_ **Serving and heating food by contractor** \$25.00 per hour/per person

- ◆ Are servers needed:  Yes  No Arrival time: \_\_\_\_\_

\_\_\_\_\_ **Cleanup of kitchen and Social Hall by contractor** \$25.00 per hour/per person

- ◆ Serving with  Glass or  Paper/Plastic
- ◆ Arrival time: \_\_\_\_\_
- ◆ ① The following charges apply for the number of servers and/or clean up personnel
  - \* Up to 50 Guests 2 personnel Estimate \$150—\$225
  - \* 51 - 90 Guests 3 personnel Estimate \$225—\$340
  - \* Over 90 Guests 4 personnel Estimate \$300—\$450
- ◆ ① Typical time for cleaning up after an event using paper or plastic is 3 hours/per staff/worker
- ◆ ① Typical time for cleaning up after an event using glass is 4.5 hours/per person staff/worker

\_\_\_\_\_ **Caterer: Phone Number:**

- ◆ You may use a caterer of your choice, providing they have the insurance requirements of \$1,000,000 of Liability/Property damage and supply a Certificate of Insurance, in advance, stating the coverage of their full insurance package and  naming Congregation Beth Yam as an additional insured.

\_\_\_\_\_ Sisterhood table linens must be professionally laundered, paid for and returned by the event sponsor.

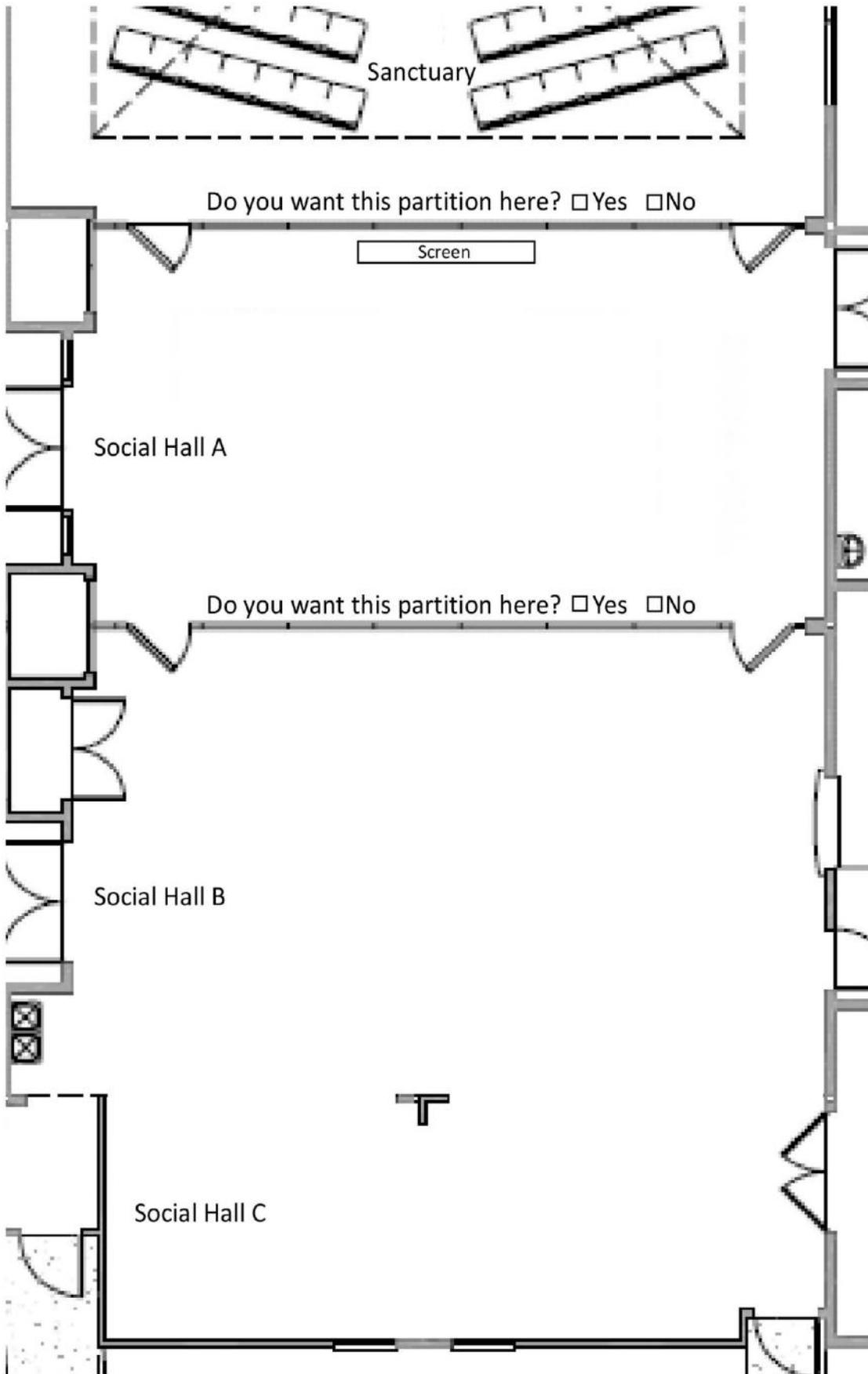
\_\_\_\_\_ **Security Needed:**  Yes  No Security will be the responsibility of the sponsoring organization to arrange and compensate. The security charge is \$48.50/hr. and needs to be requested one month prior to the event and is required for all special events that are publicly advertised and open to the public. NOTE: Two (2) security guards are required for event attendance over 200.

Event Contact **MUST** call Yvonne if her services are needed.  
843.684.9146  
denessa@hargray.com

Event Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Entered in CBY Calendar \_\_\_\_\_
- Copy to Bookkeeper \_\_\_\_\_
- E-blast date \_\_\_\_\_
- Copy to Event Sponsor \_\_\_\_\_
- Checked for possible conflicts \_\_\_\_\_
- Copy to RS Principal \_\_\_\_\_
- Flyer made \_\_\_\_\_
- Copy to Webmaster \_\_\_\_\_
- Copy to Contractor \_\_\_\_\_
- Monthly Tidings \_\_\_\_\_
- Electronic Display \_\_\_\_\_
- Copy to Custodial \_\_\_\_\_
- Small Tidings \_\_\_\_\_
- Security \_\_\_\_\_

# Set-Up Diagram



## INVENTORY

Seats 8  
5'

12 Available

Seats 10  
6'

5 Available

8'  
4 Available

6'  
4 Available

## Normal Setup

64 Seating with  
8 - 5' Round Tables