

Congregation Beth Yam Life Cycle/Private Party Event Form

- ◆ 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 tab)
- ◆ 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

<input type="checkbox"/>	B'nai Mitzvah
<input type="checkbox"/>	Funeral Reception
<input type="checkbox"/>	Baby Naming
<input type="checkbox"/>	Wedding
<input type="checkbox"/>	_____

Event Date: _____ Date Submitted: _____
 Event Name: _____ Time: (Start/End): _____
 Committee/Affiliate/Host Organization: _____
 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

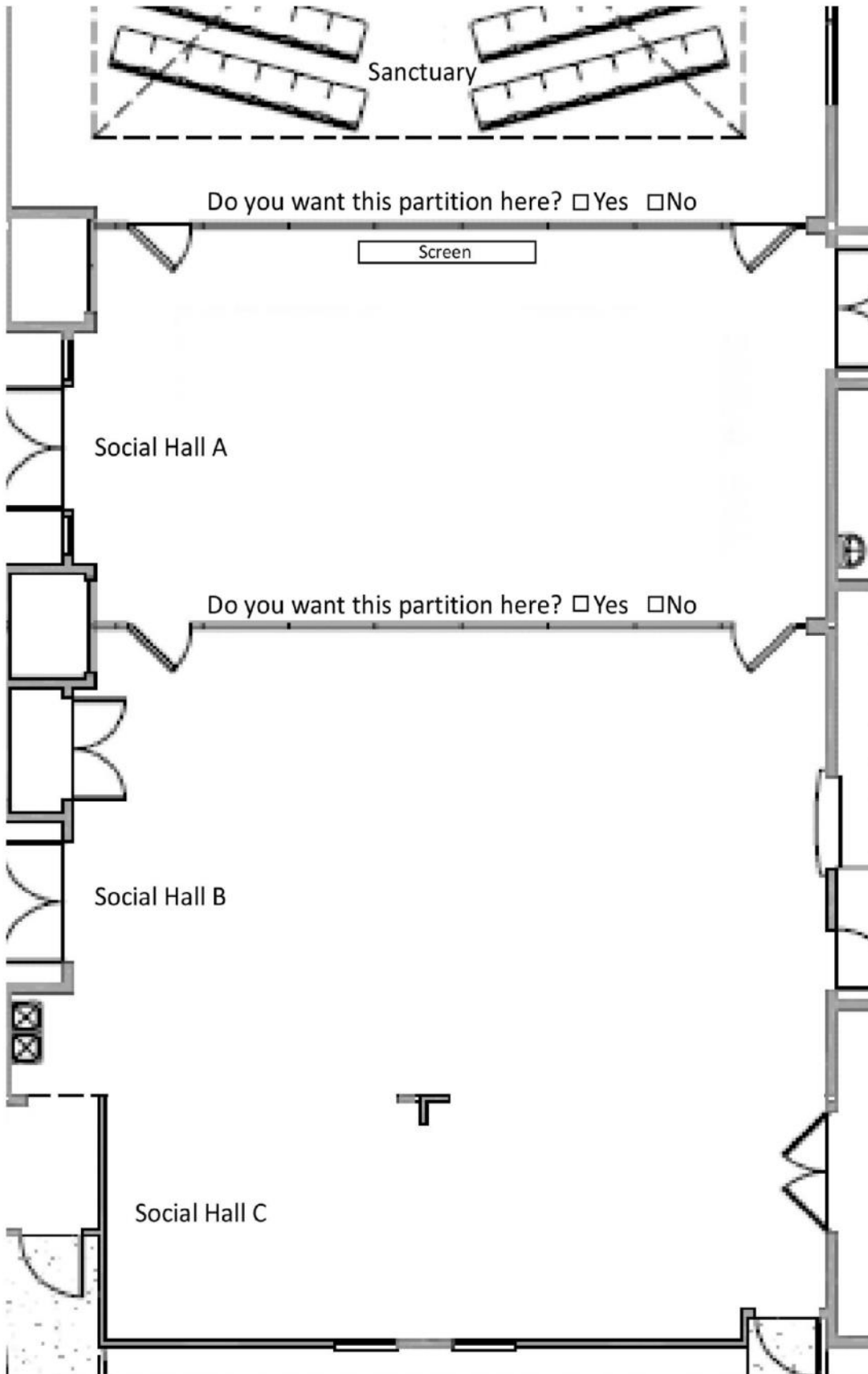
Will you need assistance from any of the following:
 Rabbi Bloom Music* Sisterhood Advertising Ritual Audio/Visual Men's Club Office

Audio/Visual Requirements:
 Projector Piano Podium DVD/CD Microphone #____ Drop Down Screen TV/DVD in JRC

LCEC	Initial		
_____	_____	Building usage fee (private, member) Includes minimum clean-up and lock up (mandatory)	\$195.00
_____	_____	Building usage fee (member - if congregation is invited) Includes minimum clean-up and lock up (mandatory).....	\$95.00
_____	_____	Building usage fee (non-member) life cycle event	\$1200.00
_____	_____	*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.....	\$25.00
_____	_____	Set up and breakdown of Social Hall	\$75.00
		◆ 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: <input type="checkbox"/> Yes <input type="checkbox"/> No Arrival time: _____	
_____	_____	Cleanup of kitchen and Social Hall by contractor	\$25.00 per hour/per person
		◆ Serving with <input type="checkbox"/> Glass or <input type="checkbox"/> 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 <u> naming Congregation Beth Yam as an additional insured.</u>	
_____	_____	The payment of rental fees must be submitted no later than 14 days prior to the event. All décor must be removable, i.e. table decorations. Decorations must be consistent with the Jewish faith. No decorations may be applied to any wall.	
_____	_____	Sisterhood table linens must be professionally laundered, paid for and returned by the event sponsor.	
_____	_____	Security Needed: <input type="checkbox"/> Yes <input type="checkbox"/> 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 all events with attendance over 200.	

Event Sponsor Signature: _____ Date: _____
 Life Cycle Event Coordinator Signature: _____ Date: _____

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

<input type="checkbox"/> Entered in CBY Calendar _____	<input type="checkbox"/> Copy to Bookkeeper _____	<input type="checkbox"/> Monthly Tidings _____	<input type="checkbox"/> Electronic Display _____
<input type="checkbox"/> Checked for possible conflicts _____	<input type="checkbox"/> Copy to Treasurer _____	<input type="checkbox"/> Small Tidings _____	<input type="checkbox"/> Copy to Event Sponsor _____
<input type="checkbox"/> Copy to Contractor _____	<input type="checkbox"/> Copy to RS Principal _____	<input type="checkbox"/> E-blast date _____	<input type="checkbox"/> Copy to Webmaster _____
<input type="checkbox"/> Copy to Custodial _____	<input type="checkbox"/> Copy to LCEC _____	<input type="checkbox"/> Flyer made _____	<input type="checkbox"/> Security _____