

Congregation Beth Yam Committee Event Form

Rev. 2-21

Committee:	Event Name:	Event Date/Time:
Date Submitted:	Contact Name:	Estimated # of Guests:

Procedure for getting event on calendar:

1. Check availability of date and time by first going to the Beth Yam calendar at: www.bethyam.org (click on calendar menu). Then contact Helen Hauer via email helenh@hargray.com to inform her of the event name, date and time.
2. Fill out this form and submit to office. This form can be acquired from the office staff or found on the website.

Location (Please check all that apply below)

<input type="checkbox"/> Social Hall A	<input type="checkbox"/> Social Hall B & C	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Other (on site)
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Jewish Resource Center (JRC) <small>NOTE: No food allowed</small>	<input type="checkbox"/> Lobby	<input type="checkbox"/> Offsite (location) <small>NOTE: Check with venue if insurance certificate (COI) is needed</small>

Set-up (check all that apply below)

Date: _____

Time: _____

In need of any the following?:

- Rabbi Bloom Sisterhood Outside Publicity (8 weeks before event) Ritual Men's Club Office Assistance

Lock Up Fee after all events if committee chair is not available (\$25.00) [Committee chair, Britenden or board member?]

Handyman for set up: Contact Ron Bruns (843-384-0718, ronbruns@gmail.com) &/or provide setup diagram/instructions to office.

Typical set up and breakdown of Social Hall takes 2 hours: (\$70.00-\$35/per additional hour)

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

NOTE: Complete diagram setup on reverse side for social hall. Provide hand drawn for other locations.

Contractor: Britenden Services (Yvonne Williams) for set up and clean up

NOTE: Event Sponsor must contact Yvonne directly if her services are needed. (843-684-9146, denessa@hargray.com)

Serving and heating food by contractor (\$25.00 per hour/per person) Are servers needed? Arrival time: _____

Cleanup of kitchen and Social Hall by contractor (\$25.00 per hour/per person)

◆ Serving with Glass or Paper/Plastic

◆ Arrival time: _____

◆ **Servers and/or clean up** personnel charges:

- * 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

◆ Typical time for cleaning up after an event using paper or plastic is 3 hours/per staff/worker

◆ Typical time for cleaning up after an event using glass is 4.5 hours/per person staff/worker

Refundable Deposit to cover breakage when using glassware or dishes (\$50.00)

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

Caterer Name: _____

Contact Person: _____ **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.

◆ Please arrange for the caterer to review the Kashruth Policy with the Life Cycle Event Coordinator.

Music: Fee is based on number of hours for musicians and/or soloist. Contact Music Director David Kimbell (843-684-7341)

Audio/Visual Requirements: Contact Garrett Keyes (glkeyes94@gmail.com) to discuss details.

Security Needed Not needed. Security will be the responsibility of the sponsoring organization to arrange and compensate.

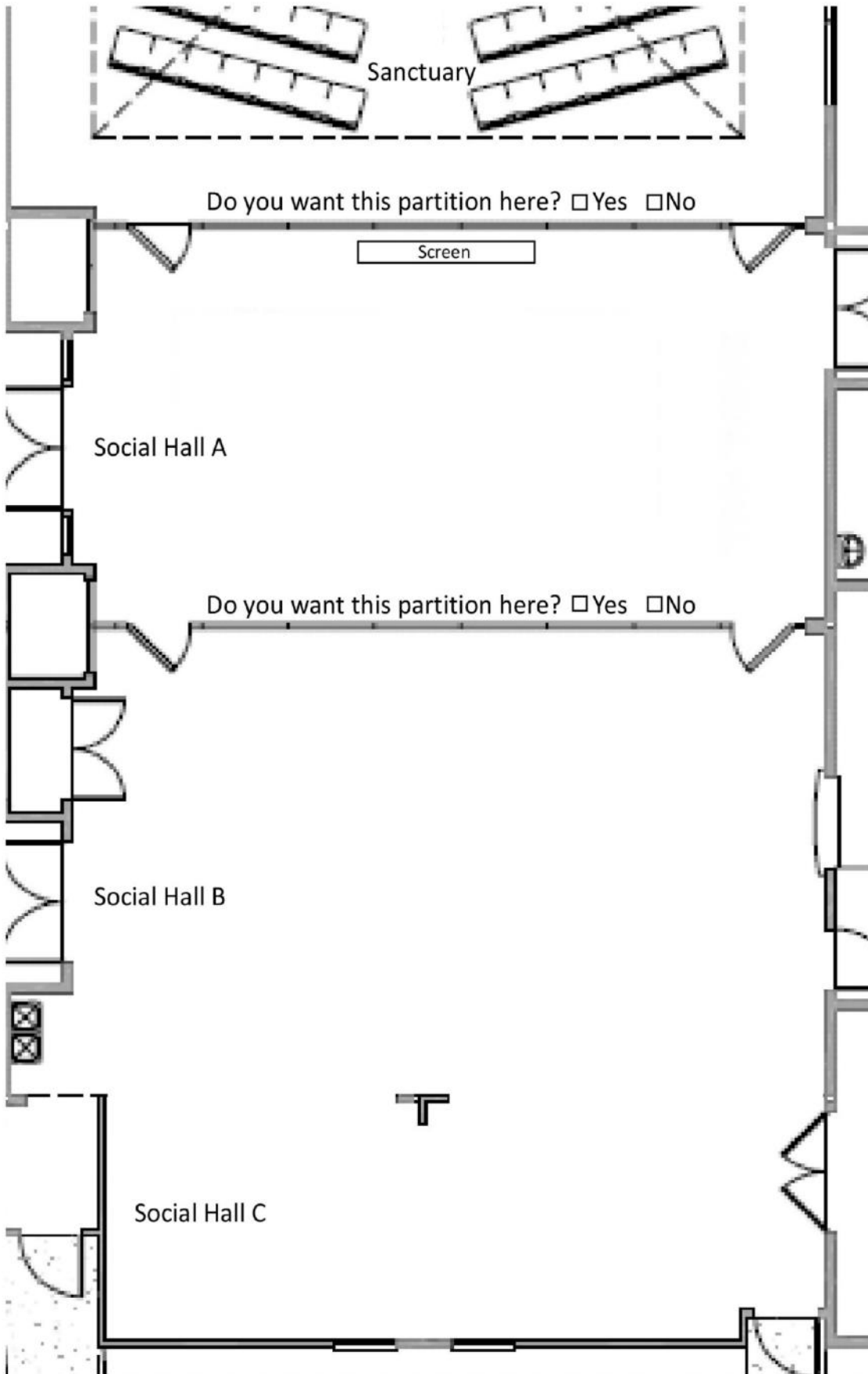
The security charge is \$48.50/hr. and needs to be requested one month prior to the event and is required for all special events that are publicly advertised and open to the public. **NOTE: Two (2) security guards are required for event attendance over 200.**

Contact Jeremy Press directly (jeremy@appliancesbydesign.com).

*****Complete diagram setup on reverse side for social hall. Provide hand drawn for other locations.*****

Office Use Only: Checked for possible conflicts Security confirmed Copy to Webmaster

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