

Congregation Beth Yam Life Cycle/Private Party Event Form

Rev. 02-21

Event Name: <input type="checkbox"/> B'nai Mitzvah, <input type="checkbox"/> Funeral Reception, <input type="checkbox"/> Baby Naming, <input type="checkbox"/> Wedding, <input type="checkbox"/> Other _____		Event Date/Time:
Date Submitted:	Contact Name/email/phone:	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</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 Committee chair, Britenden or board member 25.00
- 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

- 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** Are servers needed? **Arrival time:** _____ \$25.00 (per hour/per person)
- 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:** _____ **Email:** _____
 - ◆ 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.
 - ◆ 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.
 - ◆ Please arrange for the caterer to review the Kashruth Policy with the Life Cycle Event Coordinator.

- Handyman for set up:** Contact Ron Bruns (843-384-0718, rondbruns@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.**

- 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.

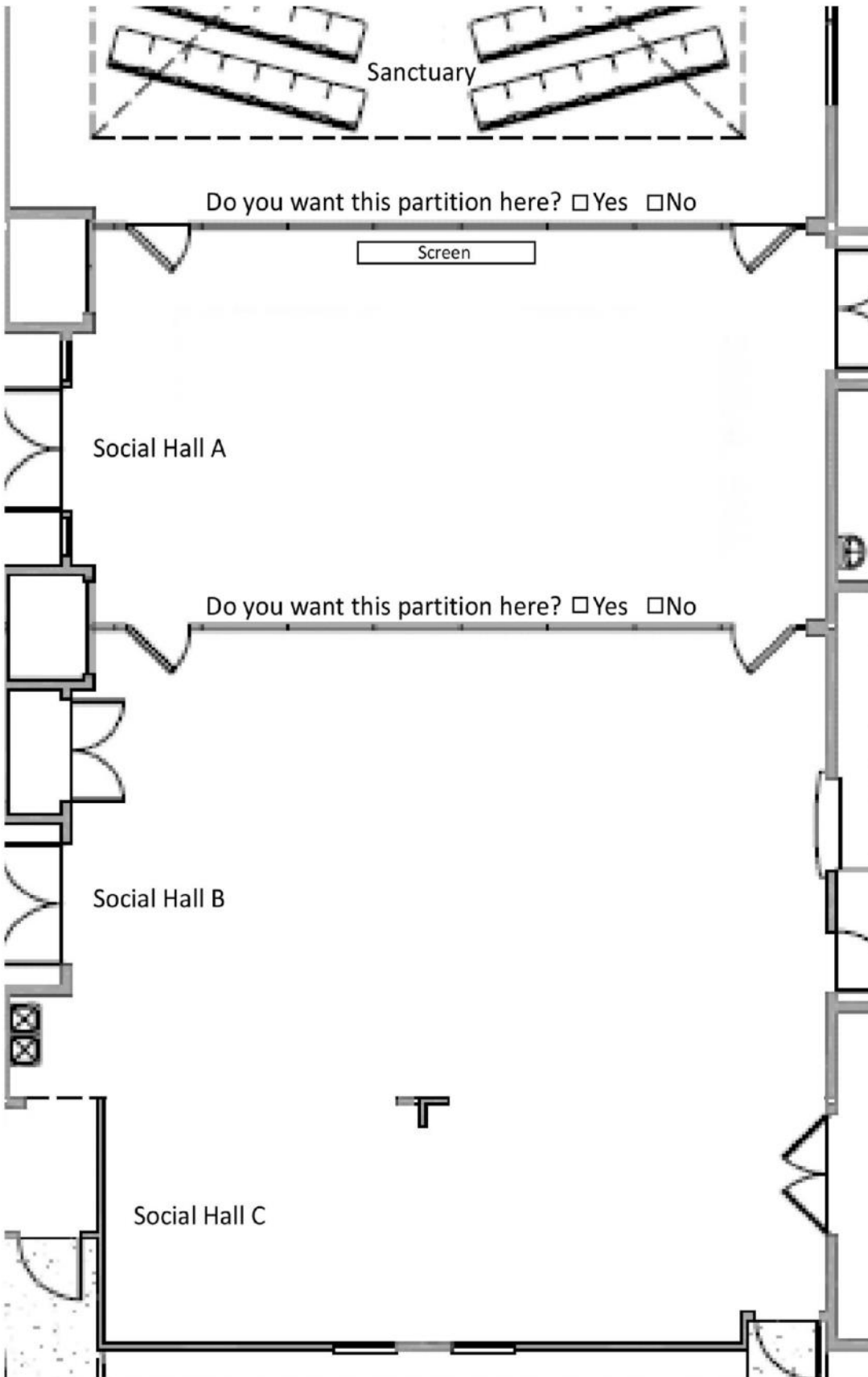
- Security Needed** Not needed. \$48.50/hr.
 Security will be the responsibility of the sponsoring organization to arrange and compensate and needs to be requested one month prior to the event and is required for all special events that are publicly advertised and open to the public.
NOTE: Two (2) security guards are required for event attendance over 200.

Event Sponsor Signature: _____ Date: _____

Life Cycle Event Coordinator Signature: _____ Date: _____

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

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 _____	