# Congregation Beth Yam Life Cycle/Private Party Event Form

Rev. 11/4/22

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Event Date/Time:</th>
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<table>
<thead>
<tr>
<th>Date Submitted:</th>
<th>Contact Name/email/phone:</th>
<th>Estimated # of Guests:</th>
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**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](http://www.bethyam.org) (click on calendar menu). Then contact Helen Hauer via email [helenhauer@me.com](mailto:helenhauer@me.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)**

<table>
<thead>
<tr>
<th>Social Hall A</th>
<th>Social Hall B &amp; C</th>
<th>Kitchen</th>
<th>Other (on site)</th>
<th>Lobby</th>
<th>Offsite (location)</th>
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**Audio/Visual Requirements:**

- **Music:** Contact Rabbi Bloom (843-684-9146, [ivanov7866@gmail.com](mailto:ivanov7866@gmail.com)) for details.

**Set-up (check all that apply below)**

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**Lock Up Fee** after all events if committee chair is not available (8 weeks before event) $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

**Cleaning of Social Hall by contractor**

- **Servers and/or clean up personnel charges:**
  - Up to 50 Guests: 2 personnel
  - 51 - 90 Guests: 3 personnel
  - Over 90 Guests: 4 personnel

- **Typical time for cleaning up after an event using glass is 4.5 hours/per person/worker**
- **Typical time for cleaning up after an event using paper or plastic is 3 hours/per person/worker**

**Refundable Deposit** to cover breakage when using glassware or dishes $50.00

**Caterer Name:** ________________________________ 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](mailto: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 ([gkeyes94@gmail.com](mailto:gkeyes94@gmail.com)) to discuss details.

**Security Needed**

- **Not needed.** $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.

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**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

Do you want this partition here? □ Yes □ No

INVENTORY

Seats 8
5'   12 Available

Seats 10
6'    5 Available

Normal Setup

64 Seating with
8 - 5' Round Tables

Social Hall A

Social Hall B

Social Hall C