



PLANNING GUIDE FOR EVENTS

**CONGREGATION BETH AM
BUFFALO GROVE**

**225 N. McHenry Road, Buffalo Grove, Illinois 60089
Phone (847) 459-1677 Fax (847) 459-6202
Email info@congregation-betham.org**

Thank you for choosing to hold your event at Congregation Beth Am. This booklet has been developed to help make planning easier and answer some of your questions about our facilities. As you plan your event or celebration, please keep in mind that the Temple is principally a place of worship, study, consolation and community. Your event must be respectful of our sacred space and other events that may be taking place at that time in the building. We are here to help you in any way we can. Please call if you have questions (847) 459-1677.

How to Reserve Temple Facilities

1. Call the Temple to determine if space is available on the date of your event. Facilities are reserved for congregation members on a first-come-first served basis. If a member of the Temple clergy plans to officiate at your event, please arrange a mutually agreeable date and time before you reserve any space. Please remember, however, that clergy availability does not guarantee space availability. A final consideration is the observance of Shabbat and other holidays. Because weddings may not be held during Shabbat, and since the days are longer during the summer, we recommend checking with one of our clergy for help selecting the time for a Saturday evening wedding. We also recommend checking with a clergy member to make sure a wedding date does not conflict with a Jewish holiday.
2. If space is available, a contract will be mailed to you. Return the contract and your deposit as soon as possible. Date(s) cannot be confirmed until a signed facilities contract is returned with the required deposit. For your own protection, we encourage you to wait until you have a signed Temple rental contract confirming your use of the facilities before you sign contracts with caterers, florists, photographers, musicians, videographers, etc.
3. Advise caterers, musicians, photographers, videographers and any other outside supplier to contact the Temple for a use agreement. Every supplier must sign this agreement and provide proof of liability insurance and workers' compensation before they are allowed to work in the Temple. An event is not considered confirmed until all vendors fulfill the above requirement.
4. At least two weeks before your event, please call the temple office to set up an appointment to discuss all final details, including but not limited to, final number of guests, table and chair layouts, and any special requests and deliveries.

Who May Use Temple Facilities

MEMBERS

Temple facilities are available on a reserved basis to members in good standing and their immediate families. "Good standing" means that dues and other fees are current.

OUTSIDE GROUPS

Facilities are available for outside groups, such as charitable, educational, civic, social action, Jewish community, and inter-faith organizations. Again, reservations are based on scheduling availability. Congregation Beth Am reserves sole discretion to deny the use of its facilities to any group, regardless of prior relationship with the Temple, or whether similar groups have held events at the synagogue.

What Spaces Are Available

THE SANCTUARY

The Sanctuary is available for religious services, life cycle events, classes, lectures, and other appropriate events with a large anticipated audience. Use of the Sanctuary must be approved by the Clergy, Administrator, and/or the Board of Directors. Please note that food or beverages are not allowed in the Sanctuary.

THE MULTI-PURPOSE ROOM

The Multi-Purpose Room may be set up as a lecture hall or as a banquet facility. Occupancy is 125 people.

SOCIAL HALL

Occupancy is 300 people without a dance floor, 250 with a dance floor. The Social Hall may be set up as a lecture hall or as a banquet facility. As banquet space, the Hall can hold approximately 300 people. A stage may be brought in for use as a bandstand or for presentations. Bands are prohibited from “warming up” until the conclusion of Services and life cycle events.

Please note-The Social Hall is a very bright room during daylight hours and cannot be dimmed. If your event is being held during daylight hours and you are showing a montage, film or other media please plan accordingly. Please inquire at the time of rental about the availability of the Multi-Purpose Room for purposes of showing a media presentation.

CLASSROOMS AND OOLAM space is also available.

EQUIPMENT AVAILABLE AT THE TEMPLE

- Thirty-two 8’ rectangular tables

- 25 round tables 6’ tables (seating 10)

Chairs:

- 85 Brown metal folding chairs

- 1000 Blue cloth chairs (limited use only)
 - 200 molded black plastic chairs

Please note: The Temple does not provide linens, glassware, dishes or utensils for any private functions.

OTHER EQUIPMENT

We have a variety of equipment available for parties or events. This includes: PA system, tape recorder, 3 assisted hearing devices for sanctuary use, coat racks, hangers, 4 high chairs, and miscellaneous serving pieces and trays.

TEMPLE EQUIPMENT MAY NOT BE REMOVED FROM THE BUILDING

Some Other Things You Need to Know About Planning Your Event

DECORUM

Please remember that this is a house of worship. We expect you and your guests to exercise good judgment in behavior, language, dress, choice of entertainment and to respect the Temple's expectation that your guests remain in the area of your event.

SPECIAL NOTE: Out of respect for all events taking place in the congregation, all cell phones and pagers **MUST** be turned off.

FOOD

Food is required to be kosher style. The following guidelines are to be observed: no biblically forbidden meats, fish or poultry are allowed; no mixing of dairy & meat at a meal – no foods containing lard or other biblically forbidden foods may be brought into the synagogue. Please see the dietary policy in the back of this booklet for more details. A list of accepted caterers and bakeries is included on page 10 in this planning guide. Caterers who are not on the list of accepted list of caterers must sign an agreement to follow the congregation's dietary policy prior to catering an event in the building. Please contact the administrator for a copy of the agreement.

ALCOHOLIC BEVERAGES

Alcoholic beverages are allowed to be served in the congregation but must be attended by a server that has a certificate of insurance with Beth Am named as additional insured and Dram Insurance or is employed by an approved caterer.

CATERERS

Please let your caterers know that they are responsible for clearing tables; leaving the facility neat and clean; and disposing of refuse in plastic bags and depositing them in the dumpster outside the Social Hall. If you have any questions, they may contact the Temple directly. Catering/rental trucks can only load and unload outside the north entrance to the Social Hall. Caterers must supply Certificates of Insurance with Beth Am named as additional Insured. If the caterer is serving alcohol, Dram Insurance Is required.

SERVERS

If you are having an event at which your food is being delivered to the temple but not "served" by a caterer (such as an extended kiddush), please remember that you will need servers to set out your food and insure that your event is successful. You may hire servers through Beth Am or through most catering services. To make arrangements to hire Beth Am servers please call the temple office.

USE AGREEMENT, LIABILITY INSURANCE AND WORKER'S COMPENSATION

As noted earlier, please advise your caterer, photographer, videographer, musicians, or entertainers that they must sign and return a use agreement (contract), and provide proof of liability insurance and workers' compensation at least 30 days prior to the event. They must sign this agreement before they will be permitted to work in the Temple.

DELIVERIES

Deliveries need to be arranged with the Temple in advance because storage space at the Temple is limited. We suggest that neither food nor equipment be delivered more than two days prior to an event. Unfortunately, we cannot be responsible for the security of food or equipment. The Temple is open for deliveries 9:00 a.m. to 5:00 PM Monday through Thursday, 9:00AM; until Noon on Friday

BUILDING HOURS

The temple office is open 9-5 on Monday, Tuesday, Wednesday, and Thursday and 9-3 Friday. Special weekend events must end by 12:00 midnight on Saturdays, and 11:30PM on Sundays. Extended hours will result in an additional assessment.

SMOKING:

The Temple does not permit smoking anywhere in the building or on its premises.

FLOWERS, DECORATIONS AND CANDLES

Flowers and decorations are permitted as long as they maintain the dignity of the Sanctuary and Social Hall. For weddings, a chupah and tasteful floral arrangements are acceptable.

Decorations may not be attached to the walls, ceiling or furnishings of any of the rooms. Keeping safety in mind, decorations cannot obstruct any hallways or exits.

If you wish to use candles as table decorations, for safety reasons only votive candles enclosed in glass globes are allowed.

PARKING

Our parking lot has 176 parking spaces, which your guests are free to use. Please do not use Wendy's parking lot as towing is enforced. Access to the building is on the east entrance near the sanctuary. Please do not park in the Grove Lot near the Jewel.

PHOTOGRAPHY

Life cycle events may be photographed, depending on the event, but please notify the Temple of your plans. For B'nei Mitzvot, all still photography may be taken at Beth Am only during the following times:

Monday – 10:00AM – 8:00PM

Tuesday, Wednesday & Thursday – 10:00AM. – 3:00PM

Friday – 10:00AM. – 2:00PM

A photography appointment is available on Saturday at 8:30 am and at 2:30 pm for an additional charge. Families must be finished using the sanctuary by 45 minutes prior to the service (9:15am or 3:15pm)

You must make an appointment with the Beth Am office to use the sanctuary. Please schedule your picture taking at least one month before the date requested as the Beth Am calendar is very full. For more information, refer to Beth Am's Photographic Policy that is available in the Temple office.

VIDEOTAPING:

Videotaping of B'nei Mitzvah is limited to the rear of the sanctuary. Filming may take place during the service only, not before or after, or during the Kiddush. (See Beth Am Photographic Policy for details.) There will be no exceptions.

Because weddings are private ceremonies, limitations on photography and videography are not as stringent. We suggest that you discuss photography and videotaping with clergy before making definite plans with your photographer.

EVENT STAFF:

When there are multiple parties or large individual parties taking place there will be an event person in the building to assist you. This person will work closely with your caterer to insure that proper procedures are being followed with regard to room use, set up and clean up.

MAINTENANCE STAFF:

Our maintenance staff is here to help you make your event as successful as possible. At least one member of the staff will be in the building during your celebration.

Before the event, our staff will clean the room(s), set up tables and chairs, accept deliveries, store equipment, and adjust temperature and lighting. Should any maintenance problems arise, they are there to fix them.

SECURITY

Licensed and Bonded security personnel are required to be on the premises for Bar/Bat Mitzvah parties. Security Guard companies must be approved by the congregation. Please call the office for a current list of referrals. Congregation Beth Am requires that a minimum of 2 security personnel be on hand for all parties.

EXPLANATION OF EVENTS-

45-minute Standard Kiddush Rental (250 and fewer guests) - \$140.00

Includes:

Standard Kiddush set up in the Multi-Purpose Room (4 round tables with chairs and 3 8'-tables for food)

Beth Am provides blue plastic table cloths, juice and challah

Pitchers and trays are available if families wish to bring things in ahead of time.

Maintenance staff will put out all food that is on trays or beverages that are pre-poured. Maintenance will also make coffee if a can of ground coffee is provided.

Security will stay until the end of your rental and is included in the cost.

Rental takes place immediately following the service. If rental is separate from sharing family, sharing family will be provided with challah and juice in another space.

45-minute Standard Kiddush Rental (More than 250 guests) - \$190.00

Standard Kiddush set up in the Social Hall (7 round tables with chairs and 3 8'-tables for food)

Beth Am provides-blue plastic tablecloths, juice and challah

Maintenance staff will put out all food that is on trays or beverages that are pre-poured. Maintenance will also make coffee if a can of ground coffee is provided.

Security will stay until the end of your rental and is included in the cost.

Rental takes place immediately following the service. If rental is separate from sharing family, sharing family will be provided with challah and juice in another space.

Families are to provide

Food on trays

Additional beverages if desired

Paper goods: Cups, plates, napkins, cutlery if needed, storage containers for leftovers.

Please make sure all items are clearly labeled with your name.

Not Allowed during this type of rental: Centerpieces, entertainment, caterers setting up and serving the event, or any food or beverage that needs to be put on trays or poured. Families may come in ahead of time and use our trays for their Kiddush **but the staff will not put out anything left uncut and not on trays.** Maintenance staff will begin to clean up at the end of the 45 minute period.

Rooms are available **on a first come first serve basis.**

It is possible for **each** sharing family to rent a space but once again space is provided on a first come first serve basis with number of guests also being a determining factor. Parties of 250 or over will be automatically placed in the social hall.

Any parties that are more elaborate require a longer rental period (see below.)

Security is required for more extended events; arrangements are to be made by the family.

Extended Kiddush-This opportunity provides families (primarily those celebrating Bar or Bat Mitzvah) an opportunity to spend more time with family and friends than the time allotted to the Community Kiddush that is required and is served immediately following a B'nei Mitzvah service. Families who avail themselves of this opportunity often have out of town guests, a party in the evening or on another day. The extended Kiddush begins immediately following the service and is considered a private event. Serving staff, caterers and security must be hired separately as they would be for any other private event at the temple. If you are interested in hiring servers employed by the congregation, contact the temple office. The length of the Extended Kiddush is 2 hours. Your caterers and/or servers are responsible for leaving the room as it was found. There will be an hourly fee of \$50.00 assessed for events that are completed after their designated end time.

** Please note that a Friday night extended Kiddush is one and half hours in length rather than 2 hours in length.

Luncheon-Luncheons are 3 hours in length and allow time for a plated meal, dancing or other forms of entertainment. Luncheons begin immediately following the service and are considered a private event. Serving staff, caterers and security must be hired separately as they would be for any other private event at the temple. If you are interested in hiring servers employed by the congregation, contact the temple office. The length of the Luncheon is 3 hours. Your caterers and/or servers are responsible for leaving the room as it was found. There will be an hourly fee of \$50.00 assessed for events that are completed after their designated end time.

Dinner-Dinners are 5 hours in length and allow time for a plated meal, dancing, other forms of entertainment and a social hour prior to serving dinner. Dinners begin immediately following the service and are considered a private event. Serving staff, caterers and security must be hired separately as they would be for any other private event at the temple. If you are interested in hiring servers employed by the congregation, contact the temple office. The length of a Dinner is 5 hours. Your caterers and or servers are responsible for leaving the room as it was found. There will be an hourly fee of \$50.00 assessed for events that are completed after their designated end time.

If you have further questions about these events please feel free to contact the temple office.

SCHEDULE OF FEES - (Fees subject to change)

Schedule of Fees

Event	Times	Member Fee
Shabbat Dinner	6:00pm-7:30pm	\$200
Friday Night Extended Kiddush	1½ hours following Friday Night Worship Service	\$200
Saturday Am -Standard Kiddush	45 Minutes Immediately following service-using standard set up	\$140-250 or fewer people \$190-251 or more people
Saturday Extended Kiddush (each additional hour)	12:30pm-2:30pm	\$250 \$50
Luncheon (each additional hour)	12:30pm-3:30pm	\$400 \$50
Dinner (each additional hour)	6:30pm-11:30pm	\$600 \$50
Use of Library (each additional hour)	Up to 3 hours	\$50 \$10
Use of Classrooms (each additional hour)	Up to 3 hours	\$50 \$10
Use of Sanctuary		Fees are assessed based on type of event. For more details contact the temple office.
Friday Night Extended Kiddush	1 1/2 hours following Friday Night Worship Service	\$200
Use of Temple Servers		\$25 per hour

**CONGREGATION BETH AM
CONTRACT FOR USE OF BUILDING FACILITIES**

Applicant _____

Address: _____

Telephone: _____

Type of Event: _____ Date of Event: _____

Number of Persons _____ Beginning hour: _____ Ending hour: _____

Area of Congregation Beth Am to be used: Social Hall*__ MP Room__ Oolam__ Other__

The social hall cannot be dimmed to show media. If you are doing a montage or any other media presentation please let your videographer know about the lighting. Use of the Multi-purpose room is allowed depending on availability. There will be an extra fee for an additional set- up. Please let the office know ahead of time that you will be doing a media presentation

Other involved parties:

Caterer _____ Telephone _____

Party Planner _____ Telephone _____

Entertainment _____ Telephone _____

Florist _____ Telephone _____

Photographer _____ Telephone _____

Videographer _____ Telephone _____

Security _____ Telephone _____

Servers _____ Telephone _____

In exchange for the fees listed, congregation Beth Am, 225 North McHenry Rd, Buffalo Grove, Illinois agrees to permit the use of the above requested space at the times listed and for the purpose listed, under the condition that the undersigned Applicant abides strictly with the policies of the congregation.

The Applicant agrees to accept full responsibility for loss or damage to Congregation Beth Am property as well as loss or damage to persons or property while on the premises or arising from or relating to their conduct while on premises, and hereby agrees to indemnify and hold harmless Congregation Beth Am , its officers, trustees and employees, from and against the same and all claims, suits, costs and expenses (including reasonable attorneys' fees) arising there from or relating thereto.

Fifty percent of the rental fee is to be included with this application. The balance and a \$250 damage deposit are due 30 days prior to the event. The deposit will be fully refundable only upon written notice of cancellation of the event. Within six months, the deposit is refundable if the facility is rented to someone else.

Rental Fee \$_____

50% Deposit Due with Contract \$_____

Balance of Rental Fee Due \$_____

Damage Deposit \$250

Total Balance Due 30 days prior to Event \$_____

Applicant's Signature/Date_____

Agreed to By Congregation Beth Am/Date_____

House Rules

Dear Family,

We are so pleased that you have decided to rent our rooms for your upcoming *simcha*. By now you will have received a planning guide and have signed a contract with us. As you plan your event, we want to remind you of the following guidelines for your rental. Also enclosed is an Event Planner. Please fill this out and hand it in with your final payment, 1 week prior to your event. If you should have any questions or concerns please let me know.

- ❑ Congregation Beth Am requires that all vendors who are working on the premises must provide a Certificate of Insurance with Congregation Beth Am named as additional insured.
- ❑ Congregation Beth Am requires that any alcoholic beverage service be attended to by a server who has a Certificate of Insurance and Liquor Liability insurance. This is insurance that is usually carried by the caterer.
- ❑ Both the social hall and the multipurpose room are equipped with 15 or 20 amp circuits. If you are providing special lighting, warming trays, and specialty equipment such as popcorn makers, cotton candy machines etc. please have your vendors phone in advance for a more comprehensive guide to our building. If we cannot meet the electrical needs of your equipment, your vendor will need to supply additional electricity.
- ❑ Congregation Beth Am requires security personnel at all private functions. Families are responsible for retaining that personnel and the personnel is subject to the same insurance requirements that are applied to all other vendors. We currently use Elite Scheduling Service for our B'nei Mitzvah services. If you would like their name and phone number we will provide it.
- ❑ Set-up-The maintenance staff will set your party according to any diagram that has been provided by you or by your caterer. This set up must be provided to the temple at least 1 week prior to your event. If you have any questions or concerns about your set up please call Ann Greenstein at the temple office.
- ❑ Clean up-All rooms must be left clean after the event. This means:
 - ❑ Rental linens should be removed from tables and bagged, rental equipment boxed and stacked neatly, garbage bagged and thrown away in the dumpster (outside of the social hall).
 - ❑ Rental equipment must be removed from all staging areas.
 - ❑ Staging areas must be left clean with counters wiped down, borrowed items cleaned and stacked up and, all sinks should be left free of clogs.

Congregation Beth Am reserves the right to apply any security deposit in order to clean up any space left excessively dirty or to repair any damage to the space.

Once again, let me thank you for choosing Beth Am for your *simcha*. Please make arrangements to meet with me or to have your caterer meet with me at least one week prior to your event to go over all of the details. I look forward to working with you to ensure that your day is special.

B'shalom

Ann Greenstein
Executive Director
Congregation Beth Am

LIST OF APPROVED CATERERS AND SECURITY SERVICES-last revised 4/07
Please call the office for a more current list if necessary.

Leonard's Bakery
847-564-4977

Elite Scheduling Services-Mike Huston
EliteScheduling@aol.com
847-513-2075

North Shore Bakery
773-262-0600

Servers are available through the congregation.
Please call the Beth Am office to discuss fees.

Shalom Bakery
847-808-9300

Tel Aviv Bakery
847-675-1005

Gitel's Kosher Bakery
773-262-3701

Hel's Kitchen
847-205-5125

Michael's Catering
847-966-8333

Pear Tree Catering
847-459-1100

Traveling Pasta Chef
847-438-8760

Decadent Desserts
847-331-3978

Lincolnshire Gourmet
847-793-8600

BETH AM'S DIETARY POLICY – INTRODUCTION

The goal of the Kitchen Committee was to create a dietary policy for the synagogue that would be theologically coherent, practically feasible and acceptable to our congregants.

The following considerations guided us in our efforts:

1. Continue with Beth Am's existing approach.

At Shabbat dinners, Onegs and Kiddishes, the following guidelines are currently observed: no biblically forbidden meats, fish or poultry are allowed; no mixing of dairy and meat at a meal and no foods containing lard or other biblically forbidden foods may be brought into the synagogue. Kosher bakeries are recommended, in part, to support our local Jewish community. Kosher certification (hekhsher) on foods is not required.

2. Recognize that a traditional kosher kitchen would not work for a majority of our congregants.

a) It is important that our congregants be able to use the Beth Am kitchen. Most would not have the training to be allowed into or use a kosher kitchen.

b) Many congregants will want to hold their simchas in our synagogue. A kosher kitchen and kosher caterers would render these events cost prohibitive for many of them.

c) For congregants interested in serving a traditionally kosher meal, a kosher caterer can still cater a complete kosher meal in our synagogue without having to use or kasher our kitchen. 3. Acknowledge that kashrut is important in Judaism... and that one of the roles our synagogue plays as a spiritual and educational center of Reform Judaism is to teach us about kashrut and then leave its level of home observance up to each individual. Standards for the synagogue and synagogue sponsored events are defined by this policy.

BETH AM'S DIETARY POLICY

MEATS, FOWL AND FISH

Only biblically acceptable meat, fowl and fish that are commercially slaughtered may be served. They are:

Animals: cattle, sheep, goats and deer.

Fowl: chicken, turkey, ducks, geese and pigeons.

Fish: must have fins and scales; swordfish and sturgeon are permitted.

No veal. No foods that mimic non-kosher foods such as bacos, turkey bacon and imitation crabmeat.

No foods with lard as an ingredient.

VEGETARIAN

A vegetarian option will be available at synagogue-sponsored meals so that Jews with a traditional kosher background as well as vegetarians can feel comfortable eating with us. Congregants hosting their own functions may also choose to offer a vegetarian alternative. It is suggested that sugar-free pastries or fresh fruit be available at all functions where baked goods are served.

MEAT AND DAIRY POLICY

1. Hors d'oeuvres - Dairy appetizers may be served before a meat meal. All serving platters and guest plates must be completely removed from the area and bread or fruit made available before a meat meal can be served. Meat appetizers may not be served before a dairy meal.
2. No mixing of dairy products and meat may occur during any course. For example, during a meat meal, no butter, sour cream, heavy cream, milk or cheese may be served or incorporated as an ingredient. Non-dairy, pareve substitutes are acceptable.
3. Dairy desserts may be served after a meat meal provided that a minimum of one hour passes from the time all meat serving platters and guest plates have been removed from the room to the time dairy dessert is served. Note that coffee, sorbet, fruit, pareve bakery and pareve desserts may be served immediately after a meat meal.

PASSOVER

1. During Passover, Beth Am's kitchen will be cleaned, chametz will be locked up and access to the kitchen will be limited.
2. All food served at any synagogue event during Passover must conform to these standards:
 - a) All baked items must be Kosher L 'Pesah.
 - b) No foods may contain any leaven.
 - c) Unless catered by a kosher caterer, Passover Seders, Onegs and "coffees with baked goods and/or fruit" will be the only kinds of food service during Passover.
 - d) Disposable plates, glasses and tableware are to be used. A separate set of serving utensils will be used only for Passover and locked up the rest of the year.

GENERAL MATTERS

1. Non-kosher caterers are perfectly acceptable providing they receive a copy of the "Beth Am Catering Policy" and sign their agreement to follow it. The administrative office will maintain a list of recommended caterers who have already done this and have experience following our policy.
2. Home-cooked, home-baked and store-bought foods may be brought into the synagogue but they must meet the requirements of this policy.
3. This policy applies to all activities held in the synagogue or sponsored by the synagogue.

ECO-KOSHER AWARENESS

A key teaching of kashrut is the deep respect and appreciation Jews should have towards all life. We are asked to examine how our actions impact our lives, the lives of others and those of future generations. It is recommended that our synagogue encourage studies and activities in these areas:

1. Recycling vs. using disposables and their effects on the environment.
2. Choosing to live a healthy lifestyle.
3. Foods that are harvested, raised or processed under conditions of human or animal abuse. Foods that are harvested, raised or processed in ways that lead to depletion of resources or degradation of the environment.
4. Technology issues such as genetic engineering, irradiation, pesticide use, etc. and their impact on health and the environment.