

Facility Event Usage Information and Guide

Thank you for choosing to hold your event at The Emanuel Synagogue. This guide is intended to assist you in the event development process. As you plan your celebration, we ask that you keep in mind that the Synagogue is primarily a place of worship and study, so please ensure that everyone involved with your event respects all of the activities happening within the Synagogue. We are here to help make your event a great success and look forward to working with you!

OVERVIEW

1. Our event coordinator can advise you on the best use of the space available and will help you (and your vendors) design the optimum room layout to accommodate your event needs.
2. The Emanuel Synagogue must receive a completed **Facility Rental Agreement** from all individual users and organizations, which includes the name and contact information of any proposed caterer and/or other vendors (i.e. DJ, photographer, etc.) for your event. While vendors may be subject to change, providing us with this information helps in the initial planning process.
3. Any food brought in must be checked and approved by the synagogue's mashgiach (no additional cost). The event coordinator must be notified regarding all food plans in order to coordinate the approval.
4. Room fees include: A maximum event time of four (4) hours with standard set-up,* plus up to ninety (90) minutes before and after the event for user set-up and clean-up**. Additional hours will be subject to additional fees. Weekly or monthly regular usage rates are available and may be arranged with The Emanuel Synagogue's event coordinator.
**Standard set-up includes available tables, chairs, podium, & one microphone; ** Users and their vendors are responsible for arranging and placing decorations, setting tables, food preparation and service by approved caterers, as well as all clean-up.*
5. Event parking is permitted in The Emanuel's main parking lot which is located behind the building and includes priority handicapped parking spaces. Parking is not permitted in the front driveway on Mohegan Drive or in The Emanuel's ingress and egress driveways. Access to the building for users, vendors, and guests is through the back entrance of the building. Users, guests and vendors are permitted access through the front entrance on Mohegan Drive only when this entrance is staffed by a representative of The Emanuel.
6. The Emanuel Synagogue is committed to being a good global citizen and strives to operate in an environmentally-friendly environment. Therefore, we encourage all outside caterers and users to refrain from utilizing Styrofoam and non-recyclable plastics in favor of using re-usable, compostable and recyclable paper goods at all events being held at The Emanuel Synagogue.

PAYMENT

7. **A 50% deposit must accompany the signed agreement** in order to hold your space. All deposits are non-refundable thirty (30) days prior to your event date.
8. **A \$200 kitchen fee**, separate from the room usage charge is required to cover the cost of the use of the kitchen and its equipment.
9. Before, during, and after your event, a single custodian will be in the building. Depending on the type, size and scope of your event, additional synagogue staff may be appropriate and additional fees may apply and be outlined in the Facility Rental Agreement.

10. A \$500 refundable security deposit is required. The security deposit will be returned to the user in full ten days after the event, provided the facility is in the same condition as it was prior to the event. The Emanuel Synagogue reserves the right to deduct monies from the security deposit as reimbursement for the cost for needed repairs, cleaning, trash removal, etc. in order to restore the facility to its prior condition. Within ten days of notification, the user is responsible to remit monies to The Emanuel to reimburse the synagogue for any costs that exceed the amount of the original security deposit.

KEY TIMELINE To-Do's:

Date of Event: _____

<p>Two weeks PRIOR: _____ (date)</p> <ul style="list-style-type: none"> A certificate of insurance with one million in minimum General Liability coverage, listing The Emanuel Synagogue as additional insured, <i>must be received</i> from all outside vendors as well as organizations and businesses listed on the Facility Rental Agreement Confirmation of Room set-up 	<p>ONE week PRIOR: _____ (date)</p> <ul style="list-style-type: none"> Any outstanding balance and security deposit is due. If either is not received by this time frame, your event is subject to cancellation Confirm vendor delivery schedule Re-confirm Room set-up 	<p>Two DAYS PRIOR: _____ (date)</p> <ul style="list-style-type: none"> Review key event details Confirm arrival time on day of event, considering: <ul style="list-style-type: none"> Personal set-up needs, room decorations, etc.) Same day deliveries (not permitted between Friday from 1 pm-through Sunday at 9 am) On site contact (if not event coordinator: _____) <p style="text-align: right;">(Name) (Cell#)</p>
<p>Event CONCLUSION</p> <p>Users are responsible to ensure any contracted vendors leave all utilized areas and items (including dishware and utensils) as originally found. Vendor-utilized areas (such as the kitchen) will be inspected immediately after the event and the cost of any additional cleaning will be deducted from the security deposit. Also:</p> <ul style="list-style-type: none"> Emanuel Synagogue items are NOT to be removed from the premises Any remaining event food, trash, and garbage MUST be removed from The Emanuel Synagogue premises on the day of the Event; if it is Shabbat, food must be removed within 24 hours. Kitchen floors must be swept and mopped. Counters and equipment must be thoroughly cleaned. 		

EVENT SPACES:

<p>Large Event Rooms: Banquets, lectures, conferences and celebrations for 100 - 1000+!</p>	<p>Koret Up to 120</p> 	<p>Silverman Up to 220</p> 	<p>Koret + Silverman Up to 500</p> 	<p>Sanctuary: Fixed seating for 600, may expand to seat up to 1000!</p> 
	<p>Smaller Event Rooms: For up to 100</p>	<p>Chapel</p> 	<p>Front Lobby</p> 	<p>Activity Room</p> 
<p>Meeting Rooms: For up to 10 - 15</p>	<p>Childhood Center</p> 	<p>Youth Lounge</p> 	<p>Small Board Room</p> 	<p>Library</p> 

EVENT ROOM FEES:

BANQUET STYLE:

Single Space

Event Room	# guests	Member Fee	Non-Member	NM Non- Profit
Koret Hall 79X32	120	\$500	\$1000	\$750
Silverman Aud.	220	\$1000	\$1900	\$1500
Front Lobby	100	\$300	\$500	\$400

BANQUET STYLE:

Multiple Spaces

Event Rooms	# guests	Member Fee	Non - Member	NM Non-Profit
Koret + Silverman	400+	\$1200	\$2400	\$1800
K/S + Lobby	500+	\$1400	\$2500	\$2000
K/S/L + Sanctuary	500+	\$1400	\$2900	\$2200

AUDITORIUM/MEETING STYLE:

Single Space

Event Rooms	# guests	Member Fee	Non-Member	NM Non-Profit
Koret Hall	200	\$250	\$500	\$375
Silverman Aud.	400	\$500	\$950	\$750
Sanctuary	600	\$500	\$750	\$625
Chapel	100	\$250	\$500	\$350
Front Lobby	100	\$150	\$300	\$200
Activity Room	50	\$75	\$150	\$100
Childhood Center	50	\$75	\$150	\$100
Youth Lounge	35	\$75	\$150	\$100
Small Board Rm	10-15	\$50	\$100	\$75
Library	10-15	\$50	\$100	\$75

AUDITORIUM/MEETING STYLE:

Multiple Spaces

Event Rooms	# guests	Member Fee	Non - Member	NM Non-Profit
Koret + Silverman	500+	\$700	\$1200	\$900
K/S + Lobby	500+	\$900	\$1400	\$1200
K/S/L + Sanctuary	500+	\$900	\$1800	\$1500

Room Fees (left) include use of Tables & chairs listed below

Table & Chair Types	Total Number*
60" round (seats 10)	78
72" round (seats 12)	9
Eight-foot banquet (serve food or seating for 12)	21
six-ft. banquet	2
High Tops	7
White chairs	900
Brown chairs	200

*Numbers represent total inventory; availability per event may vary

User to provide any needed additional tables and chairs, as well as all dishes, cutlery, glassware, linens, and other required furnishings at own expense and effort.

Large Items brought into the Facility must be removed within 24 hours after the Event

Other Items Available for Rental

- Linens: \$6.00 each
- Table Settings \$1.50 each (*incl. plate(s), silverware*)
- Sound System Setup: \$75
- Screen/Projector Setup: \$75
- Additional Microphones: \$5.00 each
- Coffee and Tea set-up \$35 (*includes cups/stirrers, sugars, etc.*)

Additional items may be available upon request. Contact the Event Coordinator for details

A signed Facility Rental Agreement with a 50% deposit is required to reserve your event space