

Temple Beth Israel

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B'nai Mitzvah Building Use Form

To help ensure the success of your special event, **please read this entire form**, complete both sides, and return, along with any fees and deposits, to the Temple office **no later than two weeks prior to the event**.

Date of Bar/Bat Mitzvah: _____ Time: _____

Bar/Bat Mitzvah Name: _____

Parent Name(s): _____

Phone: Home: _____ Work: _____ Cell: _____

B'nai Mitzvah Related Events: (please check all that apply)

√	Event	Room	# Attending	Fee	Deposit	\$ Total Fee + Deposit
	Erev Shabbat dinner	Social Hall w/kitchen (must be over & clean up completed by 7:15 pm)		\$200 (2 hr. min.); \$85/hr. addl.	\$200	
	Luncheon following service	Social Hall w/kitchen (3 hours)		\$200	\$100	
	Small Kiddush	Social Hall w/limited kitchen (1 hour)		\$50	n/a	
	Evening dinner/party	Social Hall w/kitchen (6pm-12am)		\$500	\$200	

(Room rental includes tables and chairs; use of kitchen facilities and equipment, serving pieces, place settings, glassware and flatware; set up and clean up of tables, chairs, floors)

Total Due \$ _____

Fees and Deposits

Payment in full must be made at least two weeks prior to your event. Your deposit will be returned within two weeks of your event provided the building is left clean and no damage occurs.

Set-Up

We have twenty 60" round tables with seating for approximately 160. We also have (15) 6' and (10) 8' buffet tables available. If you need additional tables and/or chairs, you will need arrange for rental, delivery, pickup and payment. Unless we receive other written instructions from you, we will use a standard set-up for your event. If you have a special set-up request, please make those arrangements with the office **at least two weeks prior to your event**.

Linens

TBI does not provide table linens for users of the kitchen or other spaces. Please make arrangements with your caterer or another supplier for this service.

Childcare

Please arrange for one childcare provider during Saturday Shabbat services if you expect small children to attend. If you anticipate more than seven children at your event, it is your responsibility to arrange for two childcare providers. As the service lasts for up to three hours, we strongly recommend you provide juice and snacks (kosher/vegetarian) for the children. **NOTE: Children must be under adult supervision at all times while at the Temple.**

Please do not use the playground. Any costs related to damage of the playground or equipment will be deducted from your deposit.

Childcare provider(s) Name: _____ Phone: _____

Name: _____ Phone: _____

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Building Use Guidelines and Policies *(Partial list; complete Building Guidelines & Policies available from the TBI office.)*

1. The Bar/Bat Mitzvah package includes:
 - a. Use of the kitchen (kitchen's facilities, appliances, equipment, cookware, serving pieces, dish towels, place settings, glassware, and flatware contemporaneous with use of the other space). Users shall bring their own consumables, including coffee, tea, sugar, cream, paper goods, and similar foods and items.
 - b. Set up and take down of tables and chairs.
 - c. Basic custodial services after the event.
 - d. Use of basic sound amplification and a lectern, if needed.
 - e. TBI attendant to open and lock the building before and after the event, provide assistance, and monitor for compliance with building use guidelines and policies.
2. TBI kitchen guidelines must be followed. Usage **must** be cleared with the Executive Director or their designated representative and not conflict with any existing or scheduled use. A Building Use form must be completed and approved by the Executive Director or their designated representative.
3. **TBI vegetarian/kosher policy:**
 - a. No products of animal origin, other than dairy products, non-fertile eggs, and kosher fish (fish with fins and scales) may be brought onto or consumed on the premises.
 - b. No products containing gelatin (which is an animal product).
 - c. Shortenings and products with shortenings should be vegetable shortening only – no lard or beef tallow.
 - d. All fruits and vegetables are acceptable.

Please contact the Temple Office if you have questions about what foods may be brought to or consumed at Temple Beth Israel. It is the user's responsibility to comply with these regulations. Please ask your caterer to call for complete kitchen guidelines.

4. All recyclables should be properly prepared for recycling and placed in the bin(s) in the kitchen.
5. Premises and equipment shall be left in the same condition as when your event began. If chairs and tables have been set up for your event, it is not necessary for you to put them away. If you have moved equipment or furniture, please return to its original location. Users are to assume full responsibility for repairs required to restore to original condition. All decorations are to be removed at the conclusion of the event. **Please remove all leftover food from the refrigerator and kitchen at the end of your event. Any leftover food will be discarded.**
6. No animals, except for service animals, are permitted in the building unless authorized by the Board or the Executive Director.
7. User will undertake to provide their own liability, hazard or other insurance for the event.
8. Alcohol may be served in the space, facilities, or grounds of Temple Beth Israel, provided:
 - No alcohol may be offered for sale; no alcohol may be provided at TBI for consumption off of the grounds of TBI; and no alcohol may be offered or provided to minors except for ritual purposes to the extent allowed by law. The user is responsible for checking the identification and birth date of any person to whom alcohol is offered or provided.
 - The user undertakes and agrees in writing to ensure compliance with the above-stated restrictions and with all applicable Oregon state laws and all regulations of the Oregon Liquor Control Commission concerning the distribution, serving, and consumption of alcoholic beverages;
 - The user executes a written waiver and hold harmless agreement in a form acceptable to the Executive Director that protects Temple Beth Israel and its members, directors, officers, and staff from any liability arising out of the serving or use of alcohol at the event, program, or function.
 - The user agrees to such other terms, conditions, and restrictions as the Executive Director may require.
9. The Temple and grounds are tobacco free environments. No smoking is permitted.

User Signature

Date

Approved by _____

Signature

Date

Paid _____ Date _____ Check # _____

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