

Facility Usage Guide & Rental Agreement Form

Congregation Sukkat Shalom
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Wilmette, Illinois 60091
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Thank you for choosing to hold your event at Congregation Sukkat Shalom. This booklet has been developed to assist you and to ensure that the planning process is as stress-free as possible.

As you plan your celebration, please keep in mind that the Synagogue is primarily a place of worship, study, and community. We ask that you please be mindful of this while planning and holding your event and that you and your guests respect all that is within the Synagogue.

Please call our office with questions or concerns and know that we are here to help you along the way.

We look forward to working with you!

Andrew Schultz
Executive Director

HOW TO RESERVE A ROOM / DEADLINES

What follows is a step-by-step process to reserve space at the Synagogue

1. Contact the Executive Director if you are interested in using the social hall for your celebration and if the space is available, the office will send you a reservation form.
2. In order to secure your reservation, please submit the Facility Use Contract as soon as possible with a 50% deposit. (Please refer to the fee sheet in the packet)

The Synagogue's cancellation policy is as follows: *Fees are refundable if a cancellation takes place no less than three (3) weeks prior to date of the event. 50% of the required deposit as a processing charge will be assessed for all refunds. No refunds will be issued for cancellations made less than three (3) weeks before the event.*

When submitting the Facility Use Contract, please include if possible your proposed caterer and/or any other vendors. This by no means is the final information, but it helps to begin the planning process.

A list of approved vendors is available with the Facility Rental packet. Should you wish to use another vendor other than those that are listed, please consult with the Executive Director as soon as possible (before any vendor contracts are signed). The Executive Director will contact the vendor to ensure proper understanding of all facility rules and regulations.

3. Two months prior to the event, we ask that the Caterer's contract be submitted with payment of the Caterer's Fee (\$175). Caterers cannot work in the Synagogue without a signed contract, payment of the fee in full, and an updated certificate of insurance. (Once the caterer has been at Sukkat Shalom, the certificate remains on file until its expiration date.)

4. Room set-ups including layout diagrams should be submitted to the Synagogue office no less than three days prior to the event.

5. All remaining fees will be billed following your celebration. We will need a credit card on file when reserving the space.

WHO MAY USE THE SYNAGOGUE

Members: Synagogue facilities are available on a reserved basis to members and their immediate families.

Non-members: Use of the Synagogue for private functions is available, at the discretion of the Executive Director and/or Rabbi in consultation with the President of the Congregation. Sukkat Shalom's facilities are available to outside groups, such as charitable, educational, civic, social action, Jewish community, and inter-faith organizations. Any event which will include fundraising must have the approval of the President of the Congregation. All outside groups must provide the Synagogue with a certificate of public liability insurance and release at least three weeks prior to the event.

SPACE & EQUIPMENT AVAILABILITY

Sukkat Shalom is a fully compliant ADA facility with an elevator. It is also a completely air-conditioned building.

Social Hall:

- can accommodate 192 chairs theatre style
- can accommodate 160 people seated at 60inch round tables with a buffet set up in the middle of the room (8 at a table)
- can accommodate 184 people seated for a plated meal
- 20 sq. foot dance floor plus buffet – 16 tables

Sanctuary:

Available for religious services and life cycle events. No charge to members. For non-members, this requires approval from the rabbi and executive director. The Sanctuary will have seating for 348. No food may be served in this space.

Library and Classrooms:

The Library and classrooms are available subject to the Synagogue's schedule.

BUILDING HOURS

Shabbat afternoon celebrations must end by 4:00 pm and evening events must end no later than 11:30 pm. Sunday events must end by 10:30 pm.

AVAILABLE EQUIPMENT

Tables:

Sixty inch round tables - 20

Forty eight inch round tables - 3

Eight foot banquet tables - 4

Six foot banquet tables - 2

Five foot tables - 2

Chairs:

184 chairs

Also 40 classroom chairs

Other Equipment:

-6 burner gas stove top

-double convection oven

-ample workspace for plating

-100 # ice maker

-coffee system

-dishwasher with a 90 second cycle

-elevator - The elevator is 42" x 60" interior cab

-additional space for caterers warming ovens

Please Note: The Synagogue does not provide linens.

CATERERS & FOOD

A list of approved caterers is available at the Synagogue office. If you wish to use a caterer that is not on the list, you must consult with the Executive Director. Caterers are responsible for setting and clearing tables, washing dishes (if the Synagogue's dishes are used), leaving the kitchen in the same manner in which it was found prior to the event, and the proper disposal of all refuse and recycling to the appropriate bins in the alley. A clear description of the rules and responsibilities for the Caterer can be found in the Caterer's contract. The contract needs to be signed and submitted to the Synagogue office no later than three-weeks prior to the event. A caterer's fee, separate from the room rental charge,

will be assessed to cover the cost of the use of the kitchen and its equipment, including the dishwasher, the prep area, and to have a member of the Sukkat Shalom staff available.

Catering trucks can be loaded and unloaded in front of the building. There is limited accessibility through the public alley on the southwest corner of the building. Trucks/vans cannot park there, however, as this is a safety issue for our neighbors.

Use Agreement and Proof of Liability and Worker's Compensation: Please be advised that all vendors (caterer, florist, band, photographer, videographer, and/or entertainer) must provide proof of liability and worker's compensation, and it is the renter's responsibility to ensure that this is received at least one week prior to the event. If a vendor is not able to provide a certificate of insurance, the renter must provide a certificate of insurance with a minimum limit of \$1 million of liability for any such injury or damage, including Worker's Compensation insurance. If the latter must be done, please contact your homeowner insurance broker, who can add a one-day rider to your existing policy.

DELIVERIES

All deliveries must be arranged with the Executive Director's office prior to the event as storage of items is limited. Food or equipment should not be delivered more than two days prior to the event and all pickups must be arranged the next business day following the event. Friday deliveries must take place before 3:00pm when the Synagogue offices close. Please note that all deliveries must first check-in with the Reception Desk, and a member of the staff must accompany the drop off to ensure that it is stored in a proper area that will not hinder the Synagogue's operations. The Synagogue is not responsible for the security of food or equipment.

FOOD

Food brought into Sukkat Shalom is not required to be kosher, but we ask that pork or shellfish not be served or used as an ingredient in any prepared dishes. Foods served during Jewish holidays must comply with the Congregation's observance as determined by the Executive Director and rabbi. Chewing gum, nuts (due to allergies), unwrapped candy, and popcorn are not allowed in the building.

ALCOHOLIC BEVERAGE

Wine, beer and champagne are the only alcoholic beverages that are allowed to be served at the Synagogue. Alcohol can only be served, however, if there is a certificate of insurance on file from the caterer and/or food service staff.

PHOTOGRAPHY AND VIDEOGRAPHY

Photography and videotaping are permitted as long as it is unobtrusive and meets certain guidelines. Photographs may not be taken during the service. Limited video-recording is permitted during the service but must be a stationary video located at the rear of the sanctuary with no augmented light. Posed photographs are usually taken before the service and should be completed 30 minutes prior to the start of the service. Please let the Executive Director know about your plans for photography.

SOUND AND A/V in SOCIAL HALL

- 10 foot drop down screen in social hall (133")
- 2 hand held wireless microphones
- dual channel 70V power amplifier
- projectors

DECORUM

Sukkat Shalom first and foremost is a place of worship, and we ask that any celebration be respectful. We expect that you and your guests will exercise good judgment in behavior, language, dress, and to respect the Synagogue's expectation that your guests will remain in the area where the party is being held. Renters will be responsible should damage occur anywhere in the building.

FLOWERS, BALLOONS, & DECORATIONS

For lifecycle events in the Sanctuary we ask that dignity be maintained. Candle arrangements are not permitted in the Sanctuary other than the use of Havdallah candles on Saturday evening.

Decorations may not be attached to the walls, ceiling or furnishings, or wallboards. As safety is of the utmost importance, we ask that you do not block doorways or hallways. The maintaining and cleanliness of the building is a major concern, we ask that confetti, glitter, loose small candies (e.g. M & M's) not be used as part of the decorations, and caterers are responsible for the removal of these items.

PARKING

There is Handicap Parking in front of the building, plenty of street parking, and there is a municipal lot on 11th north of Central Ave.

Should you hire some mode of transport for your guests (e.g. bus or shuttle van), we ask that you alert the Executive Director.

SECURITY

As security is very important at Sukkat Shalom, we insist that a security person/persons be hired during the time of your party including the time of set-up and clean-up. The Synagogue is responsible for security during a Bar/Bat Mitzvah service, but it is your responsibility thereafter. Please note that one security person will always be stationed in the Foyer (outside the Sanctuary) to watch who is coming and going through the main doors (which will remain unlocked during the time of the celebration). Please contact the Executive Director to make proper arrangements.

SMOKING

Sukkat Shalom does not permit smoking anywhere in the building or on its premises.

PAYMENTS

A deposit of 50% of the room charge is required to secure the reservation. The catering fee

(\$175) needs to be paid by the caterer three weeks prior to the event. Following the event, you will receive a statement detailing the remaining charges, and we ask that the balance be paid within 30 days. There must be a credit card on file with the Executive Director.

Please note that all fees that are mentioned in this booklet are subject to change, and we ask that you please refer to the fee sheet.

Building Usage Fees:

Smaller function \$500 (see exec. Direc)

Social Hall \$1250

Catering Fee.....\$175

Coffee Service.....\$150(over 100 people it will be \$200)

Security Fee.....\$320 (includes 2 people for a 4 hour minimum @ \$40 per hour)
(parties with 10 kids or more)

Social Hall plus Foyer\$1500

Additional Maintenance Fee\$100-\$250 (talk with Executive Director)

Non-Members will pay an additional amount