



TEMPLE
ISRAEL
CENTER

Let's celebrate



TEMPLE ISRAEL CENTER • 280 OLD MAMARONECK ROAD • WHITE PLAINS, NEW YORK 10605
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Mazel Tov!

Thank you for choosing Temple Israel Center for your celebration. *Mazel Tov* on your *simcha*!

Whether you are planning a large party for your child's Bar/Bat Mitzvah, an intimate gathering such as a Friday night dinner, baby naming, *bris*, birthday or anniversary party, or would like to celebrate your occasion with the community as part of our customary Kiddush, we have numerous facility and catering options to make your event personal and meaningful.

SPONSORING KIDDUSH

Sponsoring a Kiddush after Shabbat services is a wonderful way to celebrate your *simcha* with our community. There are two levels of Kiddush sponsorship: For a donation of \$360 to the Temple Israel Center Kiddush Fund, one is a Sponsor of the Shabbat Kiddush. For a donation of \$180, one is a Participant of the Shabbat Kiddush.

Our community appreciates your support of Kiddush, and Sponsors and Participants contributing to the Kiddush Fund will be acknowledged from the *bimah* and in the written Shabbat announcements.

When you sponsor a Kiddush, there are several options for upgrading and enhancing Kiddush as described below.

KIDDUSH FOOD OPTIONS

There are three different Kiddush options available to enhance your *simcha*: Standard, Upgraded, and Fully Catered. Each option's food and costs are described below. All food and beverage must be supplied by a caterer from the TIC catering panel.



A. STANDARD KIDDUSH—The standard TIC Shabbat Kiddush consists of a light lunch of several cold food offerings and beverages, which TIC provides and arranges through a designated caterer on our panel (caterers rotate throughout the year). TIC staff sets up buffet tables with linens from the synagogue. There is no additional charge for a Standard Kiddush unless the typical weekly order is increased.

For all simchas the charge for each non-member guest is \$7.00.

Typical foods for a Standard Kiddush include:

- Whipped cream cheese
- Tuna salad
- Egg salad
- Pasta salads
- Green salad and dressings
- Assortment of cookies and cakes
- Assortment of breads and rolls
- Coffee, tea, soda
- Grape juice/wine, *challah* and scotch for Kiddush table

Lox, bagels, ice cream, and cake can be ordered at an additional cost.

B. UPGRADED KIDDUSH—This Kiddush includes foods provided in our weekly Standard Kiddush described above, as well as additional selections, which TIC arranges through a designated caterer on our panel (caterers rotate throughout the year). TIC staff sets up buffet tables with linens from the synagogue. When one family has a *simcha* and selects an Upgraded Kiddush, the charge is \$1,800. When two families share a *simcha* date and one or both families choose an Upgraded Kiddush, the total charge is \$1,800 which is typically shared equally by the celebrating families.

For all simchas the charge for each non-member guest is \$10.00.

Typical foods for an Upgraded Kiddush include those from the Standard Kiddush, plus:

- Assorted bagels
- Flavored cream cheeses
- Whitefish salad
- Cheese platters
- Crudités/vegetable platters with dip
- Fruit platters
- Rugelach
- Mini black and white cookies

You may also choose to order other foods to complement the Upgraded Kiddush, each of which are priced differently. Please contact Operations Manager Sue Safir (s.safir@templeisraelcenter.org, 914-948-2800 ext. 111) for information about these foods: frittata, baked ziti, sweet noodle kugel, potato kugel, macaroni and cheese, blintzes (fruit/cheese), quiche, eggplant parmesan, lox, tomato/onion/capers platter, ice cream, and cake.

C. FULLY CATERED KIDDUSH—This Kiddush option is intended for families who wish to significantly upgrade the Kiddush and are planning to spend over \$15,000. TIC will allow discretion over the choice of one of TIC's panel caterers who will provide and be responsible for wait staff and room set-up. The family will make arrangements directly with the caterer while keeping TIC Operations Manager Sue Safir apprised of details, all of which are subject to the approval of TIC. TIC will reimburse the family an amount which represents TIC's average Standard Kiddush cost.

Regardless of whether you choose the Standard, Upgraded, or Fully Catered Kiddush, it is important to provide TIC Operations Manager Sue Safir with a realistic count of expected guests for Kiddush orders so we may offer a sufficient amount of food for all TIC congregants and guests. Please submit a final count at least one week prior to the event to Sue Safir (s.safir@templeisraelcenter.org, 914-948-2800 ext. 111).

EXTENDING A KIDDUSH, PERSONALIZED CELEBRATIONS, AND MUSIC

You may extend the timing of Kiddush beyond what is generally done (about 1 ½ hours after Kiddush begins), as long as you give advance notice. Whether celebrating a Bar/Bat Mitzvah, *ufruf*, *bris*, baby naming, or other special event, it is understood that Kiddush remains open to all congregants. The cost to extend the Kiddush is \$250, which covers the increased costs for both staff and security guards for the extended hours.

If you choose to have a *capella* singers, they may start 30 minutes after the Kiddush begins, and if microphones are used, ***the sound level needs to be reasonable*** so that all TIC guests may enjoy the Kiddush.

We also request that any speeches, dancing, and other personalized elements of the family celebration start 60 minutes after Kiddush has begun.

Please speak with TIC Operations Manager Sue Safir (s.safir@templeisraelcenter.org, 914-948-2800 ext. 111) about arrangements for an extended Kiddush, personalized celebrations or the use of music.

DECORATIONS

Some families celebrating a *simcha* at TIC may choose to decorate the round Kiddush tables with small flower or plant centerpieces, balloon arrangements, or their own paper goods. These centerpieces may be personalized, and should be of a reasonable size. Custom tablecloths may be ordered and arranged by the member. Decorations should be limited to tables, are the responsibility of the Kiddush sponsors and must be brought or delivered to the synagogue by no later than noon on the Friday preceding the *simcha*. These items can be taken from the synagogue after Shabbat ends on Saturday evening. TIC is not responsible for these decorations before, during or after the event. Please contact Sue Safir (s.safir@templeisraelcenter.org, 914-948-2800 ext. 111) to discuss arrangements for decorations at Kiddush.

KIDDUSH FOLLOWED BY A CATERED LUNCHEON AT TIC OR OFF-SITE

Families who have a private catered luncheon at TIC after a Shabbat morning *simcha* may open the doors to their private luncheon immediately following services so their guests can go directly to the luncheon. We recommend that the family hosting the luncheon remain with the TIC community at Kiddush for at least 15 minutes to receive good wishes from their fellow congregants. There will be no charge for extra guests for Kiddush because we assume your guests will go directly to your luncheon. Similarly, if you are hosting a luncheon offsite, there will be no charge for extra guests for Kiddush because we assume your guests will go directly to your luncheon. If you expect that your guests in either of these situations will remain for part of the Kiddush, please let Sue Safir (s.safir@templeisraelcenter.org, 914-948-2800 ext. 111) know so that you can arrange for a sufficient amount of food.

RESERVED TABLES DURING KIDDUSH

TIC provides each Bar/Bat Mitzvah family with four round tables for reserved seating during Kiddush.



EVENT ROOM RESERVATIONS: GUIDELINES AND PROCEDURES

Request to Reserve Space

All requests will be considered by TIC only when a Room Reservation Application/Contract (available at the TIC office) has been signed and returned by the patron and a 50% deposit of the room rental fee and security guard costs has been made. Inquiries and discussions will be considered expressions of interest only and not a formal request to reserve a Reception Room. The remaining room rental fee and security guard cost must be paid three months prior to the event date.

Approval of Request to Reserve Space

The reservation request will be considered "approved" only when a Room Reservation Application/Contract submitted to TIC has been countersigned by an authorized TIC representative and required fees have been paid. The room reservation fee will be considered non-refundable except as provided for in these guidelines and policies.

Requests Involving Date Conflicts

When more than one TIC family wishes to reserve the same time and room and the request is received 6 months or more prior to the *simcha* date, TIC will work to resolve the conflict in an equitable manner after consideration of all the factors involved. Room requests made less than 6 months prior to a *simcha* date for available open dates will be approved on a first come/first served basis.

Reservation Priority

Bar/Bat Mitzvah families will have priority to reserve the Reception Rooms until 12 months prior to the event date. If no reservation has been made before the 12-month deadline, the Reception Rooms will be available to both members and non-members for all eligible events.

Security Deposit

In addition to the deposit mentioned above, a \$500 security deposit is required upon signing the agreement. This deposit will be refunded to the extent that there is no damage to the TIC facility. Patrons are responsible for any damages incurred to the premises beyond the amount of the security deposit.

In the Case of Cancellation

In the event you choose to cancel this contract, 75% of the room deposit will be returned to you and 25% will be retained by TIC. However, if you cancel this contract within three months of the event, TIC will retain the full deposit.

Outside Officiants

Officiants for ritual events held at TIC require the approval of TIC's Senior Rabbi.





CHOOSING A CATERER FOR YOUR EVENT FROM THE PANEL

For your event, you may choose a caterer from the TIC panel (please see the list of approved caterers on right). When an event has been booked, the preferred choice of caterer may be affected by a number of factors especially when there are multiple events on the same day. These include:

1. Time interval between the end of the afternoon event and the beginning of the evening event
2. Season of the year and its effect on set-up time
3. Glatt kosher/kosher policies of the caterers involved
4. Menu selection of the patrons (i.e., dairy or meat)
5. Cooperation between caterers

You have the option of choosing a panel caterer and hiring independent wait staff with the approval of TIC.

TEMPLE ISRAEL CENTER CATERING PANEL

Colbeh

516-669-6650 • www.colbeh.com
Steven Kushmakov • steven@colbeh.com

Ember by Smokey Joe

917-239-2269 • www.embernyc.com
Joe Godin • joe@embernyc.com

Esprit Events

212-207-3888 – www.espritevents.com
Jacob Ottensoser - jacob@espritevents.com

Foremost-RAM Caterers

201-664-2465 • www.foremostcaterers.com
Jeffrey Becker • jeffb@foremostcaterers.com

Pride Caterers

201-819.2650 • www.pridecaterers.net
Robert Fine • robert@pridecaterers.net

Seasons

914-472-2240 • www.seasonskosher.com
Shalom Shushan • shalom@seasonskosher.com

Silverleaf Caterers

718-549-4100 • www.silverleafcaterers.com
David Heisler • david@silverleafcaterers.com

W. Kosher Events

516-621-8200 • www.wkosherevents.com
Craig Weinberg • cweinberg.wce@gmail.com

ROOM RENTAL FEES FOR CATERED EVENTS IN THE RECEPTION ROOMS

Rental of the Reception Halls refers to use of the social halls and/or courtyard for an event that lasts a maximum of 5 hours (except for Shabbat luncheon which should conclude by 3:00 pm). Please refer to the pricing on the last page for applicable rental fees and security guard fees for catered events in our Reception Halls.

ROOM RENTAL FEES FOR A “DROP OFF EVENT” (MEMBERS ONLY)

This option is intended as an accommodation for TIC congregants who need a space for a small gathering of 50 people or fewer, and whose event does not include dance music or dancing. Typically, this option includes events such as Friday Shabbat dinners and baby namings. Events that include dance music or whose duration is more than 3 hours are not considered “drop off” and instead are considered catered events.

For a “drop off event,” a TIC panel caterer is retained directly by the congregant and arrangement is made for the caterer to drop off food. Set up, any wait staff and clean up are provided only by TIC staff and the congregant. Drop off events are not permitted on Shabbat afternoons.

Room reservations for a non-Shabbat drop-off meal can be booked only within the 3-month time period in advance of the dinner. All drop off fees include the cost of one TIC maintenance staff person, TIC tablecloths, tables and chairs, and coffee/tea service. We do not provide a credit if tablecloths and/or tables and chairs are not needed. If any additional maintenance staff person is hired to assist, TIC will charge a fee of \$100 to the congregant payable to TIC directly.

Please refer to our pricing sheet for applicable rental fees for drop off events.

TAX DEDUCTIBILITY OF KIDDUSH

The allowable tax deduction is \$180 for participating in the Kiddush, \$360 for sponsoring the Kiddush or any additional donation that subsidizes our Standard Kiddush (not including additional guests). TIC does not consider upgrades or a Fully Catered Kiddush as tax deductible donations. Please consult your tax or financial advisor if you have any questions regarding the tax deductibility of your Kiddush sponsorship.

TIC DISCRETION

TIC reserves the right to review all conflicts and issues and resolve them at its discretion. TIC also reserves the right to modify its policies and guidelines from time to time.



EVENT DESCRIPTIONS AND FACILITIES PRICING

	Member	Non-Member
RECEPTION HALLS		
Shabbat Luncheon—Private		
Reception Hall 1	\$1,750 (plus \$200 for security guards)	N/A
Reception Hall 3	\$1,250 (plus \$200 for security guards)	N/A
Reception Halls 2 & 3	\$2,500 (plus \$200 for security guards)	N/A
Reception Hall 1 and half of Hall 2	\$2,500 (plus \$200 for security guards)	N/A
Extended Kiddush	\$250	N/A
Saturday Evening/Sunday or Monday Holiday Afternoon or Evening (all Reception Halls)		
	\$2,900 (plus \$400 for security guards)	\$3,500 (plus \$400 for security guards)
Sunday or Monday Holiday Morning (all Reception Halls)		
	\$2,700 (plus \$400 for security guards)	\$3,300 (plus \$400 for security guards)
	<i>Event to begin immediately following morning services</i>	
Weekday (one Reception Hall)	\$1,000 (plus \$160 for security guards)	\$1,150 (plus \$160 for security guards)
Shabbat Dinner/Seudah Shelishit (one Reception Hall)		
Fully Catered	\$600 (plus \$160 for security guards)	\$900 (plus \$160 for security guards)
Drop-off (under 50 guests)	\$425 (plus \$160 for security guards)	N/A
Bris/Baby Naming/Anniversary/Other (one Reception Hall)		
	\$600 (plus \$160 for security guards)	\$900 (plus \$160 for security guards)
COURTYARD OR TENT	\$600* (plus cost of tent and permit and security guards)	\$900* (plus cost of tent and permit and security guards)
<i>*No additional charge of \$600/900 if the rental of the courtyard/tent is in addition to a Reception Hall or Sanctuary</i>		
SANCTUARY	\$600 (plus security guard cost determined by TIC)	\$900 (plus security guard cost determined by TIC)
GYMNASIUM		
Kids' Birthday Party	\$250 (plus security guard cost determined by TIC)	\$350 (plus security guard cost determined by TIC)
Gymnasium	\$250 (plus security guard cost determined by TIC)	N/A
LOWER LEVEL CONFERENCE ROOM		
Kids' Birthday Party	\$180 (plus security guard cost determined by TIC)	\$225 (plus security guard cost determined by TIC)
JEWISH COMMUNAL EVENT	\$360 (plus security guard cost determined by TIC)	\$360 (plus security guard cost determined by TIC)
MEETING	No charge	\$180 (plus security guard cost determined by TIC)

Rental fees include:

- Room rental use for a maximum of 5 hours; Shabbat luncheon (to conclude by 3:00 pm)
- Tables and chairs
- Navy blue linens (for drop-off Shabbat meals only)
- Assistance of the Director of Events for you, your party planner, caterer, or other vendors during the planning of your event
- On-site security guards during your event for additional fees, if applicable. Fees subject to change if cost to TIC changes. Extra security guards for an additional fee may be required for additional guests
- On-site custodial staff during your event

Questions? Contact Operations Manager Sue Safir (s.safir@templeisraelcenter.org, 914-948-2800 ext. 111).