

# Let's Celebrate



## Mazel Tov!

**M**azel Tov on your simcha!

At Temple Israel Center we have numerous facility and catering options to make your event personal and meaningful. Whether you are planning a party for your child's b'nai mitzvah, a Shabbat dinner, baby naming, bris, birthday or anniversary party, or would like to celebrate your occasion with the community during Shabbat Kiddush, we can accommodate your event needs.

### **CATERING OPTIONS**

For your event, you may select any kosher caterer you would like, provided that the kosher certification is approved by TIC's Senior Rabbi. We would be happy to provide you with a list of frequently used caterers to get you started.



### SPONSORING KIDDUSH

Kiddush sponsorship after Shabbat services is a wonderful way to celebrate with our community. There are two levels of Kiddush sponsorship: For a donation of \$360 to the Temple Israel Center Kiddush Fund, you will be honored as a Sponsor of the Shabbat Kiddush. For a donation of \$180, you will be honored as a Participant in the Shabbat Kiddush. In appreciation of your support of Kiddush, Sponsors and Participants contributing to the Kiddush Fund will be acknowledged from the bimah and in the written Shabbat announcements.

### KIDDUSH OPTIONS

TIC offers two types of kiddushes with the option to customize them: the Standard Kiddush and the Fully Catered Kiddush. All food and beverages must be supplied by a caterer approved by TIC.

**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 caterer. For all kiddush events the charge for each non-member guest is \$10.00. There is no other additional charge for a Standard Kiddush unless the typical weekly order is increased. You can also choose to upgrade the standard kiddush and order additional food. This will be an additional cost, which is priced by the caterer a la carte, and paid for by the congregant.

Typical foods for a Standard Kiddush include:

- 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

*We want to ensure that there is enough food for everyone to enjoy, so it is important to provide TIC with a realistic count of guests for food orders. Please submit a final guest count to TIC at least one week prior to the event.*

**FULLY CATERED KIDDUSH**—This Kiddush option is intended for those who wish to design their own kiddush. In this case, you will make arrangements directly with your caterer who will provide and be responsible for food and beverages, wait staff, room set-up, and clean up, while keeping TIC apprised of the details, all of which are subject to the approval of TIC.

### RESERVED TABLES DURING KIDDUSH

TIC provides each b'nai mitzvah family with four round tables for reserved seating during Kiddush.

### EXTENDING A KIDDUSH, PERSONALIZED CELEBRATIONS, AND MUSIC

If you would like to extend the duration of a Standard Kiddush beyond the typical 1-1/2 hours, you may do so as long as you give advance notice. If you are celebrating a b'nai mitzvah, ufruf, bris, baby naming, or other special event, it is understood that Kiddush is open to all congregants. The cost to extend the Kiddush is \$250.

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.

## DECORATIONS

TIC provides one floral arrangement on the sanctuary bimah for b'nai mitzvah celebrations. A second arrangement can be added at an additional cost.

Some families or individuals celebrating a simcha at TIC may choose to decorate the Kiddush tables with small flower or plant centerpieces, balloon arrangements, or other creative centerpieces, including personalized ones. We ask that centerpieces be of a reasonable size. If you wish, you can also arrange to have custom tablecloths. Custom tablecloths are ordered and arranged by the family. Decorations should be limited to tables and are your responsibility before, during, and after the event. Decorations must be brought to the synagogue by the Friday before the simcha and can be picked up from the synagogue after Shabbat ends on Saturday evening.

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

Those 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 off-site, 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 TIC know so that TIC can arrange for a sufficient amount of food.

## EVENT ROOM RESERVATIONS: GUIDELINES AND PROCEDURES

### Request to Reserve Space

All room requests will be considered by TIC only when a Room Reservation Application/Contract (available at the TIC office) has been signed and returned and a 50% deposit of the room rental fee and security guard costs have been made. Inquiries and discussions will be considered expressions of interest only and not a formal request to reserve a reception room. The room reservation fee will be considered non-refundable except as provided for in these guidelines and policies. The remaining room rental fee and security guard cost must be paid three months prior to the event date.

### Security Deposit

In addition to the deposit mentioned above, a \$500 security deposit is required upon signing the contract. 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.

### Reservation Priority

B'nai Mitzvah families will have priority to reserve the Reception Rooms until 12 months before the event date. If no reservation has been made before the 12-month deadline, the reception halls will be available to both members and non-members for events.

### In the Case of Cancellation

In the event you choose to cancel your contract with TIC, 75% of the room deposit will be returned to you and 25% will be retained by TIC. However, if you cancel your contract with TIC 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.

## ROOM RENTAL: CATERED EVENTS VERSUS DROP OFF EVENTS

A catered event is an event that lasts a maximum of 5 hours (except for Shabbat luncheon which should conclude by 3:00 pm) and is managed on site by a caterer throughout the event. A drop-off event is an event where a caterer drops off food before the event and TIC's custodial staff handles room set-up, service during the event, and clean up after the event.

Please refer to the pricing on the last page for applicable fees.

## TAX DEDUCTIBILITY OF KIDDUSH

The allowable tax deduction is \$180 for participating in the Kiddush, \$360 for sponsoring the Kiddush. 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.

TIC Operations Manager, Sue Safir will be happy to assist you in planning your event and is available to answer any questions. Please contact Sue at [s.safir@templeisraelcenter.org](mailto:s.safir@templeisraelcenter.org) or 914-948-2800 ext. 111.

## SPACE RESERVATION FEES

	Member	Non-Member (only available on days other than Shabbatot or holidays)
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### RECEPTION HALLS—PRIVATE SHABBAT LUNCHEON

Reception Hall 1	\$1,750	\$2,000
Reception Hall 3	\$1,250	\$1,750
Reception Halls 2 & 3	\$2,500	\$3,000
Reception Hall 1 and half of Hall 2	\$2,500	\$3,000
All three Reception Halls (not available for Shabbat lunch)	\$3,000	\$3,500
Extended Kiddush	\$250 per hour	N/A

### SHABBAT DINNER, SEUDAH SHLISHIT, BABY NAMING OR BRIS

#### Catered Event

One Reception Hall	\$600	\$900
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#### Drop-Off Event

One Reception Hall	\$600*	\$900
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\*For all events that are drop-off catering, an additional fee of \$125 per custodian will be charged for each TIC custodial staff for room set up, food service and room clean up.

### MARILYN AND STANLEY KATZ COURTYARD OR TENT

\$600 plus cost of tent & permit fee if applicable	\$900 plus cost of tent & permit fee if applicable
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\*No additional charge if the rental of the courtyard is in addition to a Reception Hall

### MILSTEIN SANCTUARY

\$600	\$900
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### GYMNASIUM FOR A PARTY EVENT

\$150 per hour	\$200 per hour
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### LOWER LEVEL CONFERENCE ROOM OR CLASSROOMS FOR ONE-TIME EVENT

\$150 per hour	\$200 per hour
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\*The above fees do not include security costs. On-site security guard fees will be determined based on the event.

### 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
- Assistance of the Operations Manager for you, your party planner, caterer, or other vendors during the planning of your event

