

Let's
Celebrate



Mazel Tov!

Mazel 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.

SPONSORING KIDDUSH

Each Shabbat and holiday, TIC provides Kiddush after services, which is a wonderful way to celebrate with our community. Sponsoring Kiddush is a meaningful way to mark your occasion, and you will be acknowledged from the bimah and in our printed Shabbat announcements as either a sponsor (\$360) or a participant (\$180).

Kiddush generally includes a light lunch of several cold food dishes, cookies or cakes, cold beverages, coffee and tea, and a table with challah and grape juice/wine—all arranged by TIC through a caterer. This typical weekly order is included with a \$360 Kiddush sponsorship or \$180 Kiddush participation. If you anticipate having a large crowd and wish TIC to place a larger order, there will be additional charges. There is a \$10 per person charge for non-member guests.

CHANGING THE FOODS SERVED AT KIDDUSH

You can opt for a different selection of foods at Kiddush by either adding to TIC's existing order or by using your own caterer (provided that the Senior Rabbi has approved the kosher caterer).

Adding to TIC's Order

Popular foods that people order include:

- Ice cream
- Bagels, lox, and cream cheese
- Blintzes/French toast souffle
- Baked ziti
- Eggplant rollatini
- Macaroni and cheese
- Crudite and dips
- Fruit
- Special cookies and cakes

There will be an additional charge depending on what you order and the number of people attending. The additional cost will be determined by the vendor or caterer a la carte.

Using Your Own Caterer

If you choose to use your own caterer to order all the kiddush food (not just a select number of items to add to the typical kiddush), you will pay your caterer directly, and they will be responsible for all food, beverages, wait staff room set-up and clean up, all while keeping TIC apprised of the details, which are subject to approval by TIC. Should your catering require overnight accommodations for any of their staff, you will be responsible for coordinating those details.

For all kiddush sponsorships and participation levels, we ask that you provide a final guest count to the office at least 10 days prior to your event in order to ensure that there is enough food for all.

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 Kiddush beyond the typical 2 hours, you may do so as long as you give advance notice. If you are celebrating a b'nai mitzvah, aufruf, 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 per hour.

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, which you are responsible for ordering. Decorations 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 PRIVATE 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

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.

Request to Reserve Space

We are happy to discuss room reservations with you and answer any questions. These discussions and inquiries are considered expressions of interest and are not binding. Once you have made a decision, you can formally reserve a space by completing and submitting an application along with a deposit equal to 50% of the room rental fee and a security guard fee. Applications are available in the TIC office. The room reservation fee is non-refundable except as provided for in these guidelines and policies. The remaining room rental fee and security guard fee 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 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 \$360 for sponsoring the Kiddush, \$180 for participating in 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.

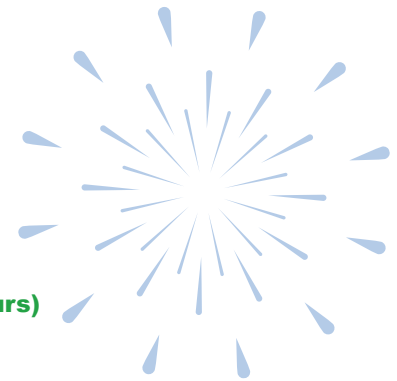
TIC DISCRETION

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 kiddush or event and is available to answer any questions. Please contact Sue at 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)
RECEPTION HALLS (up to 5 hours)		
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 (up to 2.5 hours)		
Catered Event One Reception Hall	\$750	\$1,000
Drop-Off Event* One Reception Hall	\$750	\$1,000
<i>*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.</i>		
MARILYN AND STANLEY KATZ COURTYARD OR TENT* (up to 2.5 hours)		
	\$750 plus cost of tent & permit fee if applicable	\$1,000 plus cost of tent & permit fee if applicable
<i>*No additional charge if the rental of the courtyard is in addition to a Reception Hall.</i>		
MILSTEIN SANCTUARY	\$750	\$1,000
GYMNASIUM FOR A PARTY EVENT	\$150 per hour	\$200 per hour
LOWER LEVEL CONFERENCE ROOM OR CLASSROOMS FOR ONE-TIME EVENT		
	\$150 per hour	\$200 per hour



RENTAL FEES INCLUDE:

- Room rental use
- 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

RENTAL FEES DO NOT INCLUDE:

- Rental fees do not include security guard costs. On-site security guard fees will be determined based on the event.