



GENERAL RULES AND REGULATIONS GOVERNING EVENTS at TEMPLE EMANUEL

Any questions, please contact **Erin Moseley**
Phone: 617-558-8127 or email: emoseley@templemanuel.com

Name: _____
 Address: _____
 Telephone: _____ Date of Event: _____
 # of Expected guests: _____ Menu: Milk / Meat

List of Contractors

	Name	Contact Person	Phone #
Caterer			
Party Planner			
Florist			
Decorator			
Band/DJ			
Photographer			
Videographer			
Rental Companies			

- Temple Emanuel is not responsible** for injuries suffered by any person using its facilities. Temple Emanuel is not responsible for loss or theft of any personal property belonging to persons using its facilities. Parties contracting with the Temple are responsible for the acts of their guests and of those providing hired services and will pay for any damage caused by them to the Temple. Parties contracting with the Temple will use their best efforts to ensure that their guests are familiar with the proper conduct expected of them in and around the synagogue. **Initials** _____
- Temple Emanuel requires **full payment of the balance due within 30 days along with a signed rental contract.** Should you move this event to another venue, or cancel this commitment for any reason, it is agreed that the following schedule represents damages paid to Temple Emanuel for cancellation of this agreement:

Date of Cancellation	Cancellation Fee
3 months or less prior to the event	Payment is nonrefundable
More than 3 months, but less than 6 months prior to the event	50% of the contracted revenue <i>OR</i> \$1,000.00 (whichever is greater)
More than 6 months prior to the event	\$1,000

Please note that prices are adjusted accordingly on July 1st of each calendar year for all rooms not paid in full. Gratuities for the services rendered by Temple Emanuel staff is not required nor included.
Initials _____

3. Temple Emanuel requires **on site security for groups over 200 people**. Two security officers are required over 400 people. Newton Police must be hired to do on-site security. If you require assistance please call Carrie Lavoie @ 617-558-8110 **Initials** _____
4. Parties contracting with the Temple are responsible for ensuring that their **event begins and ends within the contracted times**. Any additional time will be charged \$100 per hour. In respect of our neighbors, all events must end by midnight. **Initials** _____
5. **Shabbat and Festivals:** No providers of hired services may violate Shabbat or the Festivals. Neither deliveries nor removals of any kind may be made during Shabbat or Festival. Saturday night events may not begin until Shabbat and Shabbat Services are over. **Initials** _____
6. Only **Kosher caterers** subject to the Kashrut license of the Kashrut Commission of the Synagogue Council of Massachusetts and to all rules and regulations pertaining to the same, or Kosher caterers subject to such other Kashrut license and rules and regulations as the Rabbi of Temple Emanuel shall deem acceptable, shall be permitted in Temple Emanuel. A current list of **approved caterers** is available. (Kashrut Commission regulations provide protection to the individual with regard to caterers. For information contact the Kashrut Commission at 617-426-2139 or 617-426-6268.)
Initials _____
7. **One caterer, one kashrut category:** Parties renting a room at a time for which there is already a reservation for another room must use the same caterer, and must service food of the same kashrut category (milk or meat). We also only permit one approved kosher caterer to use the kitchen per day. In the event of simultaneous requests for bookings and different preferences for catering or kashrut category, we ask that the parties attempt to come to agreement. The Temple will assist in this negotiation, but reserves the right to make the final decision. **Initials** _____
8. **No photography** of any kind is permitted **on Shabbat**. No projectors or films may be used on Shabbat. On any other day still photography is permitted during the processional and recessional at a wedding but not during the ceremony itself. Videotaping during the wedding ceremony is permitted from specified locations only and must be stationary. These rules are intended to protect the sanctity of the ceremony. **Initials** _____
9. **Officiates at all weddings** shall be the Rabbi and Cantor of Temple Emanuel or other clergy expressly approved by them. The use of rice, confetti, bird seed, silly string, or similar materials is prohibited. **Initials** _____
10. Only Israeli/Jewish **music** is to be played **on Shabbat**. **Initials** _____
11. Subcontractors must abide by the relevant rules and regulations. However, Temple Emanuel holds the **contracted party responsible for subcontractors** in their service. **Initials** _____
12. The Temple may restrict the welcome of any caterer, florist, decorator, or party-planner failing to comply with Temple regulations. **Initials** _____
13. **Weddings may begin at 4 pm on Sundays** when religious school is in session. This will allow sufficient time to prepare the building. In special circumstances the Temple may accept an earlier start. Please note that in this case a fee will be charged for additional cleaning crews.
Initials _____
14. **Additional Charges:** Unexpected charges will be the responsibility of the party renting the space. For example – if a balloon sets off the fire alarm, there is a cost incurred (usually \$500) to deal with the incident. You may request a fire watch by calling us in advance (typical cost for 6 hours: \$800).
Initials _____

15. Caterers/ Florists/ decorators/ and party-planners and other subcontractors must leave function room and work space broom-clean.
- a. Kitchen floor must be swept and spillage mopped.
 - b. Counters and all equipment must be thoroughly cleaned.
 - c. Trash and garbage must be removed from Temple property entirely and may not be deposited in Temple dumpster. Oven and stovetop must be thoroughly cleaned by the end of the event.
 - d. Temple staff will inspect the kitchen / work space after each catered event and may invoice the renter for the cost of additional cleaning required.
 - e. All leaves, flowers, used for decorations and debris dropped in transit to or from their delivery trucks must be cleaned.

Initials _____

16. **Rental of chairs** from an outside vendor will incur a **fee of \$200** due and payable before the event. Temple Emanuel has a standing piano available for rental. Please call the Event Manager for further details. **Initials** _____

17. All contracted parties and their agents are to comply fully at all times with the instructions of the Temple maintenance staff. **Initials** _____

18. Caterers / Contractors are to **arrange delivery and removal times in advance** with the Facilities Manager or the Function Manager. Drop-in arrivals may be refused admittance if they disrupt scheduled work. No deliveries or removals are permitted after 1:00 PM on Friday or before the end of Shabbat on Saturday. All engines and motors will be left off when trucks are parked in the Temple loading area. **Initials** _____

19. **Caterers must provide** all china, glassware, utensils, flatware, pots, pans, linens, and trash bags. Caterers may use Temple stoves, ovens, refrigerators, freezers and coffeemakers. Caterer may not use the dishwasher. **Initials** _____

20. The use of candles is not permitted in the Temple on Shabbat. At other times, and with permission of the Temple, 1" candles in a glass enclosure may be used only in conjunction with centerpieces, glass chimneys, and fireproof linens. The Temple reserves the right to require the presence of a firefighter at renter's expense. **Initials** _____

21. **Food and drink** may be served **only in** designated and **contracted areas**. **Initials** _____

22. **No smoking** is allowed within Temple Emanuel building or on our grounds, including the back loading dock and driveway. If your staff must smoke, they must leave Temple Emanuel grounds. Please ask them not to leave their cigarette butts on the ground. **Initials** _____

23. **All caterers & contractors** are to have on file at all times with the Temple a **current certificate of insurance** (showing Temple Emanuel as the certificate holder) for general liability, liquor liability, and workers' compensation along with a signed copy of the Temple Emanuel Policy Document. **Initials** _____

24. Decoration or equipment requiring electricity must be **approved by the Event Manager** and coordinated in advance. All exits must be fully accessible at all times: no plants, decorations, trellises, or equipment may block an exit. The use of wire, tacks, and tape is forbidden on the walls, furniture, pews, and curtains of the Temple. No decorations may be used on any windows or painted surfaces. No lighted candles may be used as decoration in the Sanctuary or Chapel. 1" candles in glass enclosures may be used in the function rooms only in conjuncture with centerpieces, glass chimneys, and fireproof linens. The Temple reserves the right to require the presence of a firefighter at renter's expense.

Initials _____

TEMPLE EMANUEL'S GOOD NEIGHBOR POLICY

Temple Emanuel shares the streets of Newton with its neighbors, and wishes to encourage all those using the services and facilities of the synagogue to obey all Newton traffic and parking regulations when attending services and events.

We request that all those booking events at the Temple use their best efforts to remind their guests of Newton's traffic and parking regulations, particularly the following:

- no parking within five feet of a driveway
- no parking within twenty feet of a corner
- no parking where prohibited by a posted sign

In addition, we ask that you, your guests and service people take care to leave an evening event as quietly as possible being mindful of the hour and the neighbors.

If you wish to use a bus service to transport your guests you must advise the Event Manager by no later than one week prior to your event. **Initials** _____

Name: _____ Signed _____

Date Signed _____ Date of Event _____