



**CELEBRATION AGREEMENT/RESERVATION FORM**

Member Family Name: \_\_\_\_\_

Bar/Bat Mitzvah/Wedding Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Best phone number to reach you: \_\_\_\_\_

Email: \_\_\_\_\_

Type of event – Please Circle One

**B'nai Mitzvah      Wedding      Bris/Baby Naming      Shabbat Dinner      Other**

*If Other Please explain here:* \_\_\_\_\_

Date of event including the year: \_\_\_\_\_

Specific time of event including time requested for breakdown and setup:

\_\_\_\_\_

Approximate number of guests expected: \_\_\_\_\_

Catering service being used: \_\_\_\_\_

**(Other vendors):** \_\_\_\_\_

Room requested – Please circle all that apply:

**Social Hall      Chapel      Chapel Lobby      Terrace (not including basketball court area)      Bride's Room**

**Other:** \_\_\_\_\_

**Temple Beth Am Payment Form**

*Pay by Check: Made out to Temple Beth Am – Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_*

*If paying by credit card, please fill out the below information.*

First/Last Name \_\_\_\_\_ Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_ VISA \_\_\_\_ MasterCard CCV # \_\_\_\_\_

\_\_\_\_ American Express (please check \_\_\_\_ Personal Card or \_\_\_\_ Corporate Card) 4 Digit Code (corp only) \_\_\_\_ \_ \_\_\_\_ \_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

TBA Employee Initials

## TEMPLE BETH AM CELEBRATION POLICIES

All events must follow kosher style guidelines. No dairy products will be served at a meal which includes meat. Absolutely no shellfish, pork or pork products are permitted on Temple premises at any time. During Passover, only unleavened foods are permitted.

- In the event of *force majeure* (including, without limitation, act of god such as floods and hurricanes, war, riot, civil disorder, acts of terrorism, pandemic, epidemic, strikes, actions or inactions of government or law enforcement or other authorities, curfews, or the complete shutdown of all transportation systems leading to and from and from the Temple), each party's performance of its obligations pursuant to this Agreement shall be suspended for the duration of the event of *force majeure*. The parties' obligations to perform shall resume as soon as is practicable upon the conclusion of the event of *force majeure*. Should any municipal, state or federal government, Centers for Disease Control, World Health Organization, or similar health entity issue or recommend stay-at-home or similar orders, or recommend or issue capacity limitation or social distancing, the congregant agrees it and the Temple will comply with such orders or recommendations, and such compliance will not constitute a breach of this agreement or of any Congregant or Outside Event agreement.
- The Congregant must abide by the Temple's rules, policies and protocols at the time of the event.
- Temple Beth Am reserves the right to cancel an event due to the above.
- Temple Beth Am is a smoke-free campus.
- Daytime events held after services have the use of the Social Hall until 4:00 pm for a party or 2:00pm for a luncheon.
- The Social Hall is available to members in good standing. This includes standard setup of dance floor, stage and use of the Temple's tables and chairs.
- Food and beverage for all events must be provided by one of the Temple's approved panel caterers:
  - Michael's Catering – (Michael Meltzer) - 305-606-8806, [mvr@bellsouth.net](mailto:mvr@bellsouth.net)
  - Vip Caterers – (Jack Herman) – 954-338-9917, [vipjackworld@gmail.com](mailto:vipjackworld@gmail.com)
  - MMP Provisions and Events – (Taylor Croft) – 412-352-2168, [taylor@mmpprovisionsandevents.com](mailto:taylor@mmpprovisionsandevents.com)
  - Catering By Les – (Les Oppenheim) – 305-582-5785, [les@cateringbyles.com](mailto:les@cateringbyles.com)
- At no time may decorations be affixed to the ceiling, walls, or any portion of the building with nails, screws, tacks, tape, glue or any application that leaves a residue on any surface except for normal paper affixed to glass surfaces with common cellophane type tape. No glitter, confetti machines, fog/smoke machines or candy tables that provide gum are permitted in the Social Hall, Chapel or Lobby Areas.
- Orbeez (floral gel beads) are no longer accepted on our campus for B'nai Mitzvah celebrations. *Wedding receptions are exempt from this rule.*
- Temple Beth Am has a maximum of 200 amps\* of power for the Social Hall/Extended Social Hall. Any generator or extra power will need to be provided by a third party vendor. (\*The panel is rated at 200 amps. The feeder cables going thru the pipe into the ballroom installed are only rated for 100 amps.)
- All vendors are responsible for the removal of their own trash. Vendors are NOT allowed to use the Temple trash containers.
- Congregants and/or video/still photographers cannot remove the Torah(s) without a clergy member present. Please arrange this through the clergy offices.
- All photographers (still or video) must remain stationary and no flash photography is permitted in the Sanctuary.
- Dress code for all vendors must be "Synagogue Appropriate" i.e. No sneakers, t-shirts, flip flops, etc.
- Congregant host assumes responsibility for cost of repairing any damages done to Temple Beth Am's building and/or contents.
- Individuals, organizations and vendors utilizing Temple facilities will not be permitted to remove or displace any furniture or equipment without prior consent. No action which may in any way damage the synagogue's property shall be permitted.
- All vendors must provide a certificate of insurance naming Temple Beth Am as the additionally insured with a minimum liability of \$1,000,000.00 within thirty (30) days of the event.
- No live animals are permitted on the Temple grounds or in the buildings.
- Congregant, B'nai Mitzvah Coordinator, and Catering Manager must meet and/or speak within 2 weeks of the date of event.

**Bridal Room Policies**

- If a B'nai Mitzvah family would like the use of the bridal room for changing their clothes etc. they must request it with Phylicia Cook, 786.364.9432 or pcook@tbam.org.
- There will be NO food or storage of candy tables allowed in the bridal room during B'nai Mitzvah Celebrations.
- The bridal room will remain locked at all times. The B'nai Mitzvah family will need to ask one of the maintenance staff to open the room, but it will then be immediately locked.
- If other guests or teens are seen in the space they will be asked to leave.
- The \$1350 cleanup fee that we receive from our families who request the bridal room will also be held accountable for damage in that space as well.

*I/We understand that Temple Beth Am assumes no responsibility for personal property brought into the building(s) or for any automobiles parked on the premises. Temple Beth Am is not liable for failure to perform its obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane, pandemic or other natural disaster), terrorist activities or failure of electricity or telephone service. If Temple Beth Am is required to close its campus due to an Act of God as stated above we will work with you as the renter to solidify a new date and move all deposits and payments.*

<b>Congregant Name</b>	<b>Signature</b>	<b>Date</b>
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## CELEBRATION ADDITIONAL FEE DETAILS

The Social Hall/Extended Social Hall is available at no additional cost (with the exception of the cleanup fees and deposits) to members in good standing. This includes standard setup of dance floor, use of the temple's stage, tables and chairs. Food and beverage for all events must be provided by one of the temple's approved panel caterers. A clean-up fee and a refundable facility deposit are required. Some additional fees apply for custom services and setups.

1. **Room Fees for B'nai Mitzvahs, Weddings or Parties:** A \$1,350.00 cleanup fee is required to confirm your party date. Additionally, should any damages exceed \$1,000.00, you shall be held responsible for such repairs. Room Fees and Signed Contract are due at the time your party date is confirmed.
2. **Clean-Up Fee/Charges:** The cleanup fee of \$1350.00 (included in your contract fee above) per celebration is required. This fee covers the cost of clean-up after your party and one bathroom attendant for each event. **Payment is due at time of booking party.** Kiddush lunch/Bris/Baby Naming/Shabbat Dinner clean up fee is \$500.00.
3. **Custom Fees:** All custom fees must be paid in advance of your celebration date. Temple Beth Am has a semi-permanent setup for the dance floor and stage. Should you desire to relocate or remove the dance floor and stage for your event, there is a \$350.00 charge for changing the location and placing it back in its original position after the event.
  - a. Chapel setup as party room – \$500.00.
  - b. Early Setup - vendors may have access to the Social Hall and/or Extended Social Hall on the Friday after 4pm prior to the celebration, if the room is available, **ONLY WITH PRIOR** authorization from Phylicia Cook, B'nai Mitzvah Coordinator. There is a \$50 per hour fee, for each hour that you are on campus loading in décor.
    - a. Friday loading times are as follows:
      - o 4pm – 6pm
      - o 7:30 pm-Midnight is considered afterhours and will be charged at \$100 per hour
  - c. Access may be available again on Saturday morning at 7:00 a.m. **ONLY WITH PRIOR** authorization from Phylicia Cook, B'nai Mitzvah Coordinator.
  - d. Breakdown - evening celebrations require the **Removal of all vendor property within 2 hours following completion of the event at 12am.** A charge of \$200/hr. will be charged beginning at 2am, if clean-up is not completed by the 2 hour allotted time frame. The hourly fee shall not be pro-rated.
4. **Security:** Important Information about Security

### **\*Ages 16 and under require security**

Temple Beth Am requires security for participants ages 16 and under for all B'nai Mitzvah services, Kiddush lunches, and daytime/evening parties. The Temple requires a minimum of **two (2) guards at all times.** Security arrangements are the **responsibility of the congregant.\***

In addition, the following is the child/teen to security guard ratio that is required:

- One (1) to forty-nine (49) children/teens = two (2) guards
- Fifty (50) to seventy-five (75) children/teens = three (3) guards
- Seventy-six (76) to one hundred (100) children/teens = four (4) guards
- One-hundred and one (101) to one-hundred and twenty-five (125) children/teens = five (5) guards
- One-hundred and twenty-six (126) to one-hundred and fifty (150) = Six (6) guards

\*Cost of security is based on the ratio listed and is charged **\$50 per guard/per hour**

To reserve your security, and for any questions, please contact Sebastian Romero at 305.667.6667 ext. 190; or email: [sromero@tbam.org](mailto:sromero@tbam.org). B'nai Mitzvah Security will be handled in house. Payment will need to be made to: Temple Beth Am- B'nai Mitzvah Security.

5. **Lift Rental: \$350 for the weekend of the celebration billed directly to family.**

<b>Congregant Name</b>	<b>Signature</b>	<b>Date</b>
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