



**Planning an Event  
and Sponsoring a  
Kiddush, Seudah Sh'leesheet or  
Weekday Minyan Breakfast**

Updated July 1, 2025

# SET-UP FORM

Name: \_\_\_\_\_

## Event Type:

Bar/Bat Mitzvah: ☐ Date of Event: \_\_\_\_\_

Child's Name (B'nai Mitzvah) \_\_\_\_\_

Wedding: ☐ Date of Event: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Other: \_\_\_\_\_ Date of Event: \_\_\_\_\_

## Weekday Breakfast:

☐ **Standard Breakfast \$200:** includes Bagels, Cream Cheese, Butter, Salmon - 1 pound) Malek's Kuchens, Lox with Sliced Tomatoes & Onions and Orange Juice.

☐ **Deluxe Breakfast \$250:** includes Standard Breakfast plus: Tuna or Whitefish Salad - 1 pound, Egg Salad - 1 pound, Herring in Wine Sauce - 1 pound and Herring in Cream Sauce - 1 pound

To add Fresh Fruit - \$50 ☐ Kugel - \$45 ☐

**Base Seudah Sh'leesheet :** ☐ For 25 congregants - choice of soup, chili or cholent, chllah, grape juice, coffee & tea, cold beverage, fresh vegetable & fresh fruit trays (seasonal availability) homemade cookies/cakes, white tablecloths, kitchen products & staff.  
For additional items, see Kiddush Pricing information for 25 people.

Shiva: ☐ Date: \_\_\_\_\_ Room: \_\_\_\_\_ # of Guests \_ \_\_\_\_\_

Shabbat Kiddush: ☐ # of Additional Guests \_\_\_\_\_

Friday Night Dinner: ☐ Date of Event: \_\_\_\_\_

# of Guests \_\_\_\_\_ Room: \_\_\_\_\_ Caterer: \_\_\_\_\_

Saturday/Sunday Night Dinner/Party: ☐ Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_

Meat or Dairy (Circle One) # of Guests: \_\_\_\_\_ Caterer: \_\_\_\_\_

Florist \_\_\_\_\_

Band or DJ \_\_\_\_\_

Decorator \_\_\_\_\_

Photo/Videographer \_\_\_\_\_

Liquor \_\_\_\_\_

Balloons \_\_\_\_\_

Photo Booth \_\_\_\_\_

Other Entertainment \_\_\_\_\_

## Outside Vendor Rental:

Tablecloths ☐ Color: \_\_\_\_\_

Table Toppers ☐ Color: \_\_\_\_\_

Napkins ☐ Color: \_\_\_\_\_

## TBE Rental Items:

Chiavari Chairs \$12/per chair ☐

Piano (includes tuning) \$250 ☐

Projector & Screen \$50 ☐

If there is an item you would like that is not listed, please speak with our Executive Director.

KIDDUSH PRICING				
Item	Base Price	# Guests		Total
Base Kiddush - for 75 regular service attendees. Choice of soup, chili or cholent, or salad, challah, grape juice, coffee & tea, cold beverage, fresh vegetable & fresh fruit trays (seasonal availability), homemade cookies/cakes, white tablecloths, kitchen products.	\$500		@ \$170 per 25	
Bagels	\$95		@ \$32 per 25	
Blintzes	\$200		@ \$70 per 25	
Israeli Couscous Salad	\$100		@ \$35 per 25	
Cream Cheese & Butter	\$75		@ \$25 per 25	
Deviled Eggs	\$125		@ \$42 per 25	
Egg Salad	\$100		@ \$35 per 25	
Gefilte Fish	\$75		@ \$25 per 25	
Green Salad	\$100		@ \$35 per 25	
Grilled Vegetables	\$100		@ \$35 per 25	
Herring in Cream Sauce	\$75		@ \$25 per 25	
Herring in Wine Sauce	\$75		@ \$25 per 25	
Hummas & Pita	\$75		@ \$25 per 25	
Israeli Salad	\$100		@ \$35 per 25	
Lox with Tomato, Onion & Cucumber Platters	\$150		@ \$50 per 25	
Mac & Cheese or Pasta with Sauce	\$125		@ \$42 per 25	
Pickles & Olives	\$75		@ \$25 per 25	
Pizza	\$100		@ \$35 per 25	
Poached Salmon	\$500		@ \$170 per 25	
Potato Latkes	\$75		@ \$25 per 25	
Sour Cream & Applesauce	\$75		@ \$25 per 25	
Quiche	\$225		@ \$75 per 25	
Ratatouille	\$100		@ \$35 per 25	
Rice Salad	\$100		@ \$35 per 25	
Shakshukah	\$150		@ \$50 per 25	
Spanikopita	\$125		@ \$42 per 25	
Sweet Kugel	\$125		@ \$42 per 25	
Tabuleh Salad	\$125		@ \$42 per 25	
Tuna Salad	\$150		@ \$50 per 25	
Vegetable Tagine	\$125		@ \$42 per 25	
Whitefish Salad	\$100		@ \$35 per 25	

Additional Items:

Malek's Brownies (Full Sheet) \$130

Flowers for Bimah - \$400

Malek's Brownies (Half Sheet) \$75

Sunkist Fruit Gems - \$10/2lb Bag

Malek's Kuchens - \$18

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## ROOM RENTAL RATES - includes table and blue chairs

Room	Room Rental Fees
Auditorium	Member - Room Only - \$800 Non-Member - Room Only - \$1100
Board or Garden Room	Member - Room Only - \$330 Non-Member - Room Only - \$450
Foyer	Member - Room Only - \$425 Non-Member - \$650
Kitchen	\$65 per hour or \$500 per day
Package - Sanctuary, Auditorium, Board or Garden Room, Foyer	Member - \$1500 Non-Member - \$2200
Sanctuary	Member - Room only - \$500 Non-Member - Room Only - \$750
Chapel	Member - Room Only - \$350 Non-Member - Room Only - \$550
Meeting Rooms - Youth Lounge, Beit Café, Classrooms, Pastoral Conference Room, Outside Garden Area	Member - Room Only - \$125 Non-Member - Room Only - \$225
Coffee/Tea Service: Includes cart, paper cups, decaf or regular brewed coffee, hot water, regular & decaf tea bags, sugar, artificial sweetener, milk napkins, stirrers	\$15/Pot (approximately 10 cups)

***Room Rentals will be charged an additional fee of \$50 for room setup, if required.***

***All rooms must be left in the condition they were found, including tables and chairs, otherwise, a cleanup fee of \$250 will be assessed per room.***

<b>*Linen Tablecloths - Rental</b>	<b>Tablecloths - In-house</b>	<b>Personnel Costs</b>	<b>Tables Available</b>
Tablecloths - White or Color Rectangle 72x120    \$24 Each Round 120"         \$24 Each Napkins               \$1.50 Each  *Prices are subject to change	<b><u>Linen Tablecloths - White</u></b> Rectangle 72x120    \$15 Each Round 120"         \$18 Each <b><u>Paper Tablecloths - White</u></b> Rectangle 54x108    \$6 Each Round 82x82         \$6 Each Napkins               \$.50 Each	*Security \$60 /per hour (1 for every 100 guests) Wait Staff    \$30 pp/per hour Dishwasher \$30 pp/per hour  *Minimum of 3 hours.	6' Wooden Rectangular 8' Wooden Rectangular 5' Round (60 Inch) - Seats maximum of 8 6' Round (72 Inch) - Seats maximum of 10 6' Plastic Rectangular - 8 8' Plastic Rectangular - 8

*Prices include rental and set-up of temple-owned tables and chairs, as available. Tablecloths and decorations are not included.*