



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

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: _____

Event Planner: _____ Phone: _____

Weekday Breakfast:

☐

Standard Breakfast \$200: includes Bagels, Cream Cheese, Butter, Malek's Kuchens, Lox with Sliced Tomatoes & Onions and Orange Juice.

☐

Deluxe Breakfast \$250: includes Standard Breakfast plus: Tuna or Whitefish Salad, Egg Salad, Herring in Wine Sauce and Herring in Cream Sauce.

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

Base Seudah Sh'leesheet: ☐ For 25 congregants - choice of soup, chili or cholent, grape juice, coffee & tea, cold beverage, fresh vegetable & fresh fruit trays (seasonal availability), homemade cookies/cakes, paper tablecloths, kitchen products & staff. For additional items, see Kiddush Pricing information for 75 people.

Shiva: ☐ Date of Event: _____ Time (From/To): _____ Room: _____

Shabbat Kiddush: ☐ # of Additional Guests _____

Friday Night Dinner: ☐ Date of Event: _____ Room _____ # of Guests _____

Caterer: _____

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

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

Florist _____
Band/DJ _____
Decorator _____
Photo/Videographer _____
Liquor _____
Balloons _____
Photo Booth _____
Other Entertainment _____

Outside Vantor Rental: (Call for Pricing)

Tablecloths Color: _____
Table Toppers Color _____
Napkins Color _____

TBE Rental Items:

Chiavari Chairs \$15/per chair
Piano (includes tuning) \$250
Projector & Screen \$50
Hi-Top Cocktail Tables \$15

KIDDUSH PRICING			
Item	Base Price	Cost Per 25 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, paper white tablecloths, kitchen products.	\$500	\$170	
Bagels	\$150	\$50	
Blintzes	\$200	\$70	
Israeli Couscous Salad	\$100	\$35	
Cream Cheese & Butter	\$75	\$25	
Deviled Eggs	\$135	\$45	
Egg Salad	\$100	\$35	
Gefilte Fish	\$75	\$25	
Green Salad	\$100	\$35	
Grilled Vegetables	\$125	\$45	
Herring in Cream Sauce	\$75	\$25	
Herring in Wine Sauce	\$75	\$25	
Hummas & Pita	\$75	\$25	
Israeli Salad	\$100	\$35	
Lox with Tomato, Onion & Cucumber Platters	\$150	\$50	
Mac & Cheese or Pasta with Sauce	\$135	\$45	
Pickles & Olives	\$75	\$25	
Pizza	\$100	\$35	
Poached Salmon	\$500	\$170	
Potato Latkes	\$75	\$25	
Sour Cream & Applesauce	\$75	\$25	
Quiche	\$225	\$75	
Ratatouille	\$100	\$35	
Rice Salad	\$100	\$35	
Shakshukah	\$150	\$50	
Spanikopita	\$135	\$45	
Sweet Kugel	\$135	\$45	
Tabuleh Salad	\$135	\$45	
Tuna Salad	\$150	\$50	
Vegetable Tagine	\$135	\$45	
Whitefish Salad	\$100	\$35	

Additional Items:

Flowers for Bimah - \$400

Malek’s Brownies (Half Sheet pans only) \$55

Sunkist Fruit Gems - \$10/2lb Bag

Malek’s Kuchens - \$18

Name: _____ Phone: _____

Address: _____ Email: _____

ROOM RENTAL RATES - includes table and blue chairs

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 Cafe, Classrooms, 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 clean-up fee of \$250 will be assessed per room.

Note: Security is required for events held at Temple Beth El at the client's expense to ensure safety while providing a warm, inclusive environment.

*Linen Tablecloths - Rental

*Tablecloths - White or Color

Sizes Available:

Rectangle 72x120

Round 120"

Napkins

Call for Pricing.

Delivery Fees are subject to change without notice.

Tablecloths - In-house

Linen Tablecloths - White

Rectangle 72x120 \$18 Each

Round 120" \$20 Each

Paper Tablecloths - White

Rectangle 54x108 \$7.50 Each

Round 82x82 \$7.50 Each

Napkins \$.50 Each

Personnel Costs

*Security \$65/Per Hour
(1 for every 100 guests)

Wait Staff \$30 PP/Per Hour

Dishwasher \$30 PP/Per Hour

*Minimum of 3 hours.

Tables Available

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 set-up with paper white tablecloths, tables, and chairs. Call for pricing of linen tablecloths. Linen tablecloths and decorations are not included.

Note: A 3% surcharge will be applied to all credit card transactions.