Beth Jacob Synagogue

Event Booking for External Organizations

Today’s Date:

Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Beginning & End Time of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM or PM

Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information (phone and e-mail)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_# of guests\_\_\_\_\_\_\_

Space Required – Please circle: Upper Foyer, Richter Chapel, Lower Foyer, Library, Lower Foyer, Museum /Chapel, Social Hall, Main Sanctuary, Kitchen. See attached for rates.

Beth Jacob Tables and Linens - Dependent on Numbers Available:

# of tables required: 54”round\_\_\_\_\_\_\_\_\_\_\_ 60”round\_\_\_\_\_\_\_\_\_\_ 8ft rectangle\_\_\_\_\_\_\_\_\_ 5ft rectangle\_\_\_\_\_\_\_\_\_

Beth Jacob Linens required: Black Round\_\_\_\_\_\_\_\_\_\_\_\_\_\_Black Rectangle\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beth Jacob Linens required: Charcoal Round\_\_\_\_\_\_\_\_\_\_\_\_\_\_Charcoal Rectangle\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beth Jacob Linens required: White Round\_\_\_\_\_\_\_\_\_\_\_\_\_\_White Rectangle\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beth Jacob Linens (if other colours available): Round\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rectangle\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audio Visual Requests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Floor Plan – Please attach

Food and Drink requested from In-house Caterer – see attached price list:

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Food and Drink provided by outside Caterer – please provide name and contact information:

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Beth Jacob Staffing Requested (cost determined on an hourly rate):

How many staff and duties required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rentals arranged; delivery times and pick–up\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Security Requested (cost determined on an hourly rate). Indicate duties requested and time required:

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Signatures:

Organizational Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beth Jacob Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORGANIZATIONS ARE RESPONSIBLE FOR ENSURING THAT THE BUILDING IS SECURED AFTER THE CONCLUSION OF THE EVENT AND INSIDE LIGHTS TURNED OFF. BUILDING MUST BE CLEARED BY 11:45 PM UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

Copy of Event Booking Form to: Custodial Staff; Kitchen Staff; Executive Director; Booking Organization