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## FACILITIES GUIDE

We are thrilled that you are hosting your event at Temple Solel!

We hope this document will assist you through your planning and preparation.

Rental Options at Temple Solel: Social Halls, Beit Midrash, Courtyard or Beit Cafe may be used for the following, subject to capacity and availability.

Please see our Facilities Fee Schedule for room capacity and current pricing

### **Kiddush Lunch 2-hour event from 12:00-2:00pm**

If using one of preferred caterers, rental fee includes: Temple dishes, silverware, glasses, tables and chairs (set by facilities staff), coffee service and security.

Load-out must be completed within 1 hour of contracted event end time, or subject to overtime charges.

### **Lunch Reception 4-hour event from 12:00-4:00pm**

If using one of preferred caterers, rental fee includes: Temple dishes, silverware, glasses, tables and chairs (set by facilities staff), coffee service and security.

Load-out must be completed within 1 hour of contracted event end time, or subject to overtime charges.

### **Dinner Reception 4-hour event from 6-10pm (unless arranged otherwise)**

If using one of preferred caterers, rental fee includes: Temple dishes, silverware, glasses, tables and chairs (set by facilities staff), coffee service and security.

Load-out must be completed within 1 hour of contracted event end time, or subject to overtime charges.

## **Frequently Asked Questions**

### **Who does what?**

Our facilities staff will up the tables, chairs and dance floor according to your floor plan and put them away at the end of your event. Your caterer is responsible for washing and putting away any Temple serving items that have been used, as well as cleaning the kitchen.

### **What equipment does Temple have?**

Tables/Chairs:

30 – 60” round tables

10 – 72” round tables

70 - 6' rectangular banquet tables

350 -banquet chairs

Dishes, Cups, Saucers, Salad plates, Bread and butter/dessert plates, Dinner plates, Soup bowls

Glassware: stemmed wine glasses, water glasses

Flatware: forks, salad forks, knives, and teaspoons

**I'm having a Kiddush Lunch. Can I rent Temple dishes?** No, you must use one of our approved caterers to use the Temple dishes, silverware and glasses

**Does the Temple have floor length linens that we can use?**

Unfortunately, the Temple does not have floor length linens available for rental events. The host must rent from a third party.

**What is your alcohol policy?**

Temple Solel requires that anyone serving alcohol (beer, wine and/or spirits) must have Liquor Liability Insurance. If the Host is not using the caterer's services for alcohol, then the Host must hire a bartending service that has current liquor liability insurance.

**Where do I start? Do you have a vendor list?**

We have a vendor list of preferred caterers and suggested event services providers to help your planning process.

**I am interested in booking a room. What are the next steps?**

As soon as you decide to use Temple Solel, you can submit a Facility Use Agreement and down payment. Mail, e-mail or fax your signed Agreement and payment to Temple Solel. If you are sharing the date with another family, contact them first to coordinate use.

**Do you have a projector that we can use?**

The Temple has portable projectors that can be used throughout our facility. If you are interested in renting our projector, the fee is \$100.

We highly recommend that you schedule an appointment to meet with our Audio/Visual technician to test your audio/visual needs prior to your reception. Please notify Temple if you are interested in renting a projector.

**How can we participate in the Friday night Oneg?**

We strongly encourage Simcha families to help sponsor the Shabbat Oneg Friday night before their event. It is a nice way to honor your children and include the whole Temple community in your celebration. Some families have asked relatives and close friends to help with this night. You may co-sponsor the Oneg by either providing treats or by sending a \$36 check for Temple staff to provide them. Please contact Temple at least one month in advance to participate in the Oneg.

**What is the Temple's Kashrut policy?**

Temple Solel's kitchen observes the laws of Kashrut. This means that no function at Temple Solel, whether communal or private, may serve:

1. Shellfish
2. Pork products
3. Mix dairy and meat products in the same dish or in the same course

Our panel of caterers fully understands our requirements and will abide by the Temple Solel food guidelines.

Dairy food (milk, cream, butter, or cheese products) may not be served in the same course with meat. All poultry is considered meat. Fish (with scales) is not meat and maybe served with dairy products.

Appetizers may include dairy OR meat, entrees may include dairy OR meat and desserts may include dairy, if serving a dairy or Parve main course only.

If serving two menus (one to children and one to adults), the two menus must both be either dairy OR meat. You may not have cheese pizza for children at the same time you are serving meat to adults. Please consult the Temple with any questions.

### **What is the Temple's Audio Visual Policy?**

It is the desire of Temple Solel to preserve the sanctity of our worship services. To assure this, Temple Solel has adopted the following policy regarding photography and videotaping.

Simcha (Bar/Bat Mitzvah or Baby Naming): Photos and videos are permitted until 1/2 hour prior to the beginning of the Service. No photography during the service. Photographers are not permitted to move or remove the microphones on the Torah table.

Weddings: No flashbulbs. Photo and video operators must be appropriately dressed. Photographers are not permitted move or remove the microphones on the Torah table. No flash photography during the Service. Videos during service may be taken from a fixed position in back of Sanctuary out of sight of clergy. Check with each clergy member/officiate to confirm their personal policies.

### **I am not having my evening event at Temple Solel, but would like to use the parking lot for a bus pick up?**

You are welcome to have bus pick up and drop off at Temple Solel. Your bus company must submit a Certificate of Insurance with Temple Solel named as an additional insured. We require this 30 days prior to your event.

### **Who do I contact for more information?**

Temple Administrator, Judy Bricker at [jbricker@templesolel.net](mailto:jbricker@templesolel.net) or 760.436.0654 x254