



## FACILITIES GUIDE

**What could be easier or feel more special than hosting your event on our beautiful and spacious Temple Solel Campus?** If you are planning an event, we are happy to assist with the planning.

**At Temple Solel, we look forward to working with you to make these moments meaningful and memorable.** You'll find information below about all the available options and are welcome to contact us for current pricing information.

Available immediately -

- **Kiddush Luncheon (2-hour event from 11:30 am to 1:30 pm immediately following our Shabbat service)**
- Current luncheon options (please inform your caterer):
  - Boxed individual lunches
  - Family-style catered service for each table
  - Plated or buffet lunch with servers

When additional indoor opportunities become available at Temple Solel -

- **Erev Shabbat Dinner (2-hour event from 7:00 pm to 9:00 pm)**
- **Luncheon Reception (4-hour event from 11:30 am to 3:30 pm)**
- **Dinner Reception (4-hour event from 6:00 pm to 10:00 pm, unless arranged otherwise)**

For all event space rentals:

- Rental fee includes tables and chairs (set up and tear down); use of Temple Solel dishes, glassware, flatware; caterer use of kitchen; set up and tear down of indoor dance floor; custodial services; and security services.
- Load-out must be completed within 1 hour of the contracted event end time, after which overtime will be charged to the Host at \$100 per hour. It is the Host's responsibility to make their vendors aware of this policy to avoid additional charges.
- While you are welcome to utilize the services of additional vendors, we would like to bring our Preferred List of Vendors to your attention. We have insurance information for these companies already on file and they are very familiar with our policies and facilities.

## Frequently Asked Questions

*What spaces are available for rental and what is the seating capacity for each?*

	<u># of people</u>
Social Hall 1	80 with buffet
Social Hall 2	150 with dance floor; 200 no dance floor
Combined Social Halls	250 with dance floor; 300 no dance floor
Beit Midrash	80 with buffet
Courtyard	150 - 200
Coffee House	25 - 30

*Who does what?*

Tables and chairs will be set up according to your needs and put away at the conclusion of your event. Your caterer is responsible for washing and putting away any Temple Solel dishes, glassware, and flatware that have been used, as well as cleaning the kitchen.

*What equipment does Temple Solel have available?*

Tables and Chairs:

- 60" round tables
- 72" round tables
- 6' rectangular banquet tables
- banquet chairs

Dishes: dinner plates, soup bowls, salad plates, bread and butter/dessert plates, cups, saucers

Glassware: stemmed wine glasses, water glasses

Flatware: forks, salad forks, knives, soup spoons, and teaspoons

Audio/Visual (set up required at an additional fee):

Indoor: portable projector, speaker, microphone, screen

Outdoor: wireless sound system for outside (includes microphone), projector, portable screen.

Please note that all pots, pans, other cookware and utensils must be provided by Host's caterer. Temple Solel recommends a walk through of the kitchen facilities to any caterer not familiar with the facilities prior to the event.

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

- Pork and shellfish are not allowed at Temple Solel.
- Kosher species (i.e., beef, chicken, lamb) may be cooked and served from the Solel kitchen without a formal rabbinically supervised *heksher*.
- Temple Solel sponsored events (holiday meals, celebrations, and observances) will maintain a separation of dairy and meat.
- When planning private events at Temple Solel (i.e., lifecycle celebrations and parties), please bear in mind that kitchen preparations should maintain a separation of dairy and meat. Specifically, no dairy and meat can be prepared together, and meat and dairy foods are kept separate by platter or by serving course.

If the caterer of your choice does not fully understand our requirements, it is important that they ask questions to ensure compliance with our food guidelines.

### *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. Certificates of insurance (and additional insured endorsements as described in the Facilities Use Agreement) must be provided to Temple Solel. Alcohol may not be served to minors. The Facilities Use Agreement you will sign once you decide to have your event at Temple Solel describes the alcohol policy in further detail.

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

We look forward to being of assistance as you prepare to celebrate. As soon as you decide to rent space at Temple Solel for your event, please submit a signed Facilities Use Agreement (found under the catering and rentals tab of the Temple Solel website) along with a down payment. If you are sharing the date with another family, please contact them first to coordinate use.

### *What is the Temple's Photography Policy?*

Photos and videos are permitted prior to the beginning of the Service. Photographers and videographers are welcome to work from the AV room; we ask for no flash and sensitivity regarding the sound. Photographers or videographers are not permitted to move or remove microphones. Please have your photographer and videographer check in with the clergy about any questions or concerns.

*Who do I contact for more information?*

Shelly Mosesman, our Clergy and B'nei Mitzvah Coordinator, is happy to help! Please email [smosesman@templesolel.net](mailto:smosesman@templesolel.net) or call 760-436-0654 x258.