



# Planning a Function

## General Function Information

You are expected to call the Office to make arrangements for your function at 604 266 7190. You will be asked to fill out a Rental Agreement at the time of your booking.

## Room Capacities

### **Sanctuary:**

- Approximately 400 congregants and guests.

### **Social Hall**

- Sit down meal 248
- Buffet Meal 200

\*Extra seating available in Sarah's Tent.

### **Sarah's Tent**

- Sit down meal 40
- Buffet Meal 40

### **Sarah's Tent with Chapel**

- Sit down meal 100
- Buffet Meal 100

## Kitchen Inventory and Ochel (food) Policy

The Temple Shalom kitchen observes specific dietary regulations and all food must meet the Ochel policy. All caterers have to be approved by the Synagogue, so you should call the office *before* you book a caterer to request a list of approved caterers be email to you. Please make sure that you and your caterer understand all aspects of the policy. If you or your caterer has specific questions regarding menu planning or ingredients, the office will be happy to assist you.

## Kitchen Equipment

Our kitchen is well equipped and contains:

- |  |                                     |
|--|-------------------------------------|
| <i>1 commercial refrigerator</i>       | <i>1 refrigerated sandwich unit</i> |
| <i>1 commercial freezer (upstairs)</i> | <i>1 microwave</i>                  |
| <i>1 six burner gas stove/oven</i>     |                                     |
| <i>1 gas convection oven</i>           |                                     |
| <i>1 commercial dishwasher</i>         |                                     |

## Dishes, Cutlery, Glassware, Table Linen, etc.

*300 - Place settings of china which include: dinner plates, salad plates, bread & butter plates, cup & saucers and a small soup bowls.*

*300 - Place settings of cutlery which include: butter knives, dinner forks, soup spoon, dessert fork and teaspoon.*

*120 - Large soup bowls*

*190 - Wine glasses*

*300 - Water glasses*

*20 - Salad Bowls*

*20 - Bud vases*

*27 - Lazy Susans*

*25 - Water Jugs*

*31 - Coffee and Tea Thermoses*

*26 - Wine Decanters*

*2 - 100 cup coffee percolators*

*44 - Glass candleholders*

*75 - White tablecloths*

*6 - White table skirts*

Over the years the Temple's kitchen supplies have been seriously depleted so we can not guarantee that all of the items listed above are available for your event. All items in the kitchen are inventoried before and after each event. We will need to charge you for any missing items.

**PLEASE NOTE: You must provide your own plastic wrap, aluminium foil, paper towels, dish towels, dish cloths and aprons.**

## Tables and Chairs

- 9 - *8' rectangular tables (seat 10 persons each)*
- 6 - *Round tables (seat 10 persons each)*
- 27 - *Round tables (seat 8 persons each)*
- 450 - *banquet chairs.*

## Floor Plans

Please make sure that you and/or your caterer provides the Shul with detailed floor plans of your table set-ups at least **2 weeks** prior to the function.

## Staffing

We have caretaker on staff who will be on the premises during your function.

## Catering

The Temple reserves the right to approve your choice of caterer.

Your Caterer's responsibilities include, but are not limited to: washing all used dishes, glassware, and cutlery, serving pieces, pots and pans; wiping down counters, cleaning sinks and dishwasher; wiping out ovens, sweeping and washing the floor. The extent of cleaning required will be determined by Bernie Clar, the Manager of Operations.

The Temple offers the following facilities and services.

- **Use of all kitchen contents including dishes, cutlery, etc.**
- **Coffee makers**
- **Tables and Chairs**
- **Room set-up and break down (up to 6 hours)**
- **One white tablecloth per table (There will be laundry charges.)**
- **White table skirts**
- **Sound system and table podium if required**

## Fees

Please call the office for a quote on renting the facility.

### Additional Fees

- Laundry Charge: \$40-\$60. Depending on number of guests.
- Caretaking services Caretaker's time over and above 6 hours.
- Security: It is compulsory to have a security guard on duty during you event.
- Damage: You are responsible for the cost that the Temple incurs in repairing any damage that arises during your function.

The function must end by 12:00am. The building must be vacant and cleaned by 1:00am. You will be charge an additional \$250 for every ½ hour past 1:00am.

### Deliveries and Pick-ups

Arrangements must be made with the office for all deliveries such as flowers, rentals, food, etc. Rentals (dishes, linens etc.) must be re-boxed immediately and picked up asap after the event. There may be an additional charge if deliveries must be accommodated outside regular office hours

### Alcohol Policy:

If you are planning on serving alcohol other than ceremonial wine, the family is responsible for obtaining the liquor license

### Decorations

Any decorations that involve attaching items to the walls must be pre-approved by the office. Please- *no sparkles or confetti*. Some candle holders are a fire hazard. Please check with the events coordinator before purchasing decorations.

### Billing

The Temple office will invoice following the event for services utilized. A pre event deposit may be required.



TEMPLE SHOLOM  
7190 OAK STREET  
VANCOUVER, BC, V6P 3Z9

**RENTAL AGREEMENT**

Temple Sholom is providing the facility at 7190 Oak Street on date \_\_\_\_\_

time \_\_\_\_\_ to \_\_\_\_\_

This agreement provide for the use of room \_\_\_\_\_

- caretaker 6 hours
- Laundry (if you use Temple's linen, please see additional charges)
- The use of the kitchen, dishwasher, ovens, appliances,, crockery and cutlery

a. Deposit required:

\$ \_\_\_\_\_

or

b. We do not insist on a deposit but we do require your visa / Mastercard number and signature in advance. You will be sent a detailed invoice within a week of your event. The visa number you provide us with will only be used if you prefer to pay with visa or if you have settled your account within 60 days of being invoiced

Visa / Mastercard number

Expiry Date:

Name on the Card:

Signature:

Address:

Telephone Home:

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Dated \_\_\_\_\_

Signed by \_\_\_\_\_



TEMPLE SHOLOM

Date\_\_\_\_\_

To Temple Sholom

From\_\_\_\_\_

(rental applicant)

I wish to rent space at Temple Sholom at which Liquor will be served (my event) in the following room on the following date(s):

I confirm that I have read and understood the attached articles from the BC Liquor Control and Licensing website [www.pssg.gov.bc.ca/lcbc](http://www.pssg.gov.bc.ca/lcbc).

1. What are the basic rules for a Special Occasion Licence?
2. Special Occasion Licence
3. What everyone should know about BC's Liquor Laws

I agree that before Liquor may be served at my event I will need to supply to the Temple Sholom Executive Director a Special Occasion Licence and A serving it Right Certificate.

In consideration of Temple Sholom agreeing to rent space to me for my event I agree to indemnify and hold harmless Temple Sholom from and all liability relating to the serving of Liquor at my event.

\_\_\_\_\_  
Rental Applicant Signature

\_\_\_\_\_  
Print Name