

BETH EL SYNAGOGUE

Catch The Ruach! Catch The Spirit!

Catering Information for your event at Beth El



Beth El Synagogue
50 Maple Stream Road
East Windsor, NJ 08520
(609) 443-4454 office@bethel.net
www.bethel.net

Beth El Synagogue
~Glossary & Instructions~
(effective 11/11)

Application For Use Of Facilities For Functions

- a. It is strongly recommended that you book your event 18 months in advance to guarantee availability.
- b. *A separate application must be completed for each event. For example, if a Bar/Bat Mitzvah Luncheon is scheduled, a form must be completed for that event. If an evening event is also scheduled, then a separate form must be completed for that event.*
- c. *All applicants and responsible party(s) must sign the application.*
- d. *A check in the amount of 1/3 of the room rental must be sent with the completed application. The amount due for a luncheon and evening event may be included on one check.*
- e. *Balance is due 45 days prior to the event. Please make out a separate check for the damage deposit and submit this check 45 days prior to the event. DO NOT SUBMIT THE DAMAGE DEPOSIT EARLIER THAN 45 DAYS. We will return the original damage deposit check to you provided there is no money due for damage incurred.*

Caterers

House Rules

Application for Use of Facility

Room Rental Fees

Social Hall Area and Capacity

Catering Contact:

Synagogue Office - (609) 443-4454 or office@bethel.net

Beth El Synagogue
~Drop Off Catering List~
 (effective 11/2023)

<u>Name, Address, Website</u>	<u>Contact</u>	<u>Phone Number</u>
24 Carat Caterers 433 Laurel Blvd Lanoka Harbor, NJ 08734	Toni Vardiman 24ktcaterers@gmail.com	973-801-8859
China Lee Kosher 229 Raritan Avenue Highland Park, NJ 08904		732-640-0050
Deli King of Clark 30 Clarkton Drive Clark, NJ 07066	Kenny Lavroff ken@delikingofclark.com	732-574-2040 732-574-3447
Fred & Murray's Kosher Delicatessen 4345 US Highway 9, Suite 11 Freehold, NJ 07728	Chris	732-462-3343
Giddy's Pizzeria 233 Rte 18 South East Brunswick, NJ 08816	Gideon Finkelstein www.giddyspizzeria.com	732-659-6898 732-361-2989
Shoprite Kosher Experience 319 US Highway 130 East Windsor, NJ 08520	Phil or Doug Pick up only	609-448-1040 609-490-1064
Shoprite Kosher Experience Rt. 1 South & Quakerbridge Rd Lawrenceville, NJ 08648	Pick up only	609-275-8555 609-275-3740
Bagel World 356 US Highway 9 North Manalapan, NJ 07726	Scott Bornstein Pick up only	732-536-8144 732-972-9226

Beth El Synagogue ~Catering List~

(effective 11/2023)

Name, Address, Website

Contact

Phone Number

Classical Caterers

1001 Finnegan Lane
North Brunswick, NJ 08902
classicalcaterers.com

Evan Bernstein
evan@classicalcaterers.com

732-297-6444
732-297-3666

Capri Kosher Catering

70 Amboy Road
Morganville, NJ 08902

Avi
Caprikosher@gmail.com

718-916-6600

Beth El Synagogue
~House Rules~
(effective 1/25/19)

1. Fees:
 - a. For meetings and yearly contracts, full payment must accompany application.
 - b. For individual functions, a non-refundable deposit of one third (1/3) the total fee is to be paid with the submittal of the application for the use of the room. Balance is due 45 days prior to the affair date. Any request for cancellation must be made prior to 30 (thirty) days of the event or all monies will be forfeited.
 - c. A separate refundable damage deposit of \$250 is also due 45 days prior to the affair.
2. All vendors coming into the building must provide certificates of insurance to the office at least 2 weeks prior to the event.
3. The synagogue is not responsible for any personal property loss suffered by all persons using its facilities.
4. All persons and organizations will use the premises and any equipment provided to them with all due care. Any damage to this property or equipment resulting from its use shall render the persons or organizations liable for damages.
5. No decorations, signs, bulletins or other similar objects are to be tacked or taped to any part of the building. No person or organization may move chairs, furniture, microphones or any synagogue equipment except as authorized by the House and Grounds Committee. No one is permitted in the mechanical or equipment rooms nor are they to adjust thermostats.
6. The facility is to be left in the same condition as it was found. Additional clean-up arrangements can be made with our custodial staff at a negotiated rate.
7. No storage facilities will be available to anyone.
8. Any food brought into the synagogue must meet the Synagogue's Kashrut Standards.
9. Synagogue dishes, silverware, kitchen utensils and supplies may be used only with specific authority of the Kashrut Committee. This applies to caterers, individuals and organizations.
10. In preparing for any affair, caterers, florists, etc. must not violate the Sabbath or Festivals. All deliveries and preparations must be completed by 2 p.m. Friday (or the eve of a Festival). Nothing may be removed until after the Sabbath or Festival.
11. Preparations cannot be made during Hebrew School hours.
12. It is the applicant's responsibility to make arrangements for the caterers, florists, etc. to gain access to the building.
13. The applicant must supply all paper goods, tableware and serving supplies.

Beth El Synagogue

~Application For Use of Facilities For Functions~
(effective 1/25/19)

General Information

Date of Application _____	Date of Event/Meeting _____
Name of Applicant _____	Is Applicant a Member? Yes No
Business/Non-Profit Group _____	(circle one)
Name(s) of Responsible Party _____	Home Address _____
Home Phone _____	E-mail Address _____
Cell Phone _____	Business Phone _____

Event Details

Purpose of Application _____	Estimated # of People _____
Caterer Name and/or Self _____	Drop Off or Full Service _____
Caterer Address _____	Caterer Phone _____
Circle One: Private Event or Congregational Event	

(Note: ALL caterers must be from the approved catering list).

Entertainment Name & Phone _____
 Photographer/Video Name & Phone _____

Event/Meeting Type

Dinner _____	Total Hours Requested _____
Luncheon _____	
Buffet _____	
Special Considerations/Requests: _____	

Building Usage Fees (insert correct \$ amount below)

Room(s) Requested		(circle)	A	B	Both	Start Time _____	End Time _____
Social Hall			_____	_____	_____	_____	_____
Additional Hours			_____	_____	_____	_____	_____
Sanctuary			_____	_____	_____	_____	_____
Kitchen			_____	_____	_____	_____	_____
Classroom			_____	_____	_____	_____	_____
Library			_____	_____	_____	_____	_____
Chapel only			_____	_____	_____	_____	_____
Sanctuary only			_____	_____	_____	_____	_____
Sanctuary & Social Hall			_____	_____	_____	_____	_____
Damage Deposit					\$250		

Fees:

- a. For meetings and yearly contracts, full payment must accompany application.
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Balance is due 45 days prior to the affair date. Any request for cancellation must be made prior to 30 (thirty) days of the event or all monies will be forfeited.
- c. A separate refundable damage deposit of \$250 is also due 45 days prior to the affair.
We will return the original damage deposit check to you provided no damage incurred.

Total Building Usage Fees	\$ _____
Less Deposit paid with Application	\$ _____
(1/3 of total)	
Balance Due	\$ _____
(45 days prior to affair date)	
Damage Deposit	\$250
(45 days prior to affair date)	

Note:

*Applicant is responsible for any damage to Synagogue property.
 Applicant is not to make any preparation at the Synagogue during the Shabbat, Holidays or School hours.
 Applicant is required to conform to our house ritual and dietary laws (Kashrut).*

I/We have read and agree to abide by the policy rules for Synagogue usage.

Applicant, Spouse, & Responsible Party's Signature _____	(Date) _____	Office Staff's Signature _____	(Date) _____
Rabbi's Signature _____	(Date) _____		

Beth El Synagogue ~Planning Guide~

Service	Company	Telephone	Website	Contact Person	Budget	Down Payment	Balance Due	Date Confirmed
Attire								
Caterer								
Entertainment								
Favors								
Florist/Balloons								
Guest Accommodations								
Hospitality Baskets								
Invitations/Placecards								
Party Planner								
Photographer								
Synagogue Fees								
Sign-In Board								
Thank-You Notes								
Videographer								
Yarmulkes								

Notes:

Beth El Synagogue
~Social Hall Area and Capacity~
(effective 1/25/19)

Total square footage of both rooms A & B	3,111 sq. ft.
Dance floor square footage	625 sq. ft.
Square footage allowing for dance floor usage	2,486 sq. ft.

Capacity without using the dance floor
248 people using 60" rounds (seats 8)
249 people using 72" rounds (seats 10)
Note: We can seat up to 270 people but it is very tight.

Capacity using the dance floor
200 people using 60" rounds (seats 8)
208 people using 72" rounds (seats 10)