

B'nei Mitzvah Room Rental Policy

January 2010

Central Synagogue offers room rentals for your Kiddush, luncheon, or evening event. We also offer room rentals for other lifecycle events, meetings and parties. We look forward to celebrating with you at your upcoming *simcha*.

Room Rentals Are Reserved One Year in Advance

Beginning 2009 our policy was modified so that rooms can be reserved starting one year in advance of the desired rental date, beginning the first of the month. This means if you would like to reserve a room for February 12, 2012, you can submit your room rental request form in the month of February 2011. At the end of the month, after all room requests forms have been received, final confirmations and contracts will be issued in the following month. Rooms are not necessarily allocated on a first come basis and due to the large number of b'nei mitzvah held each Shabbat. Sharing is strongly encouraged. Submitting the Room Request Form or a verbal request for the space does not guarantee a reservation. *All bookings must be confirmed with a hard copy signed contract.*

How to Request a Room Rental

To request a room rental, please submit the [Event Request Form \(hotlink\)](#) starting one year in advance of your desired rental date. We are not responsible for forms submitted prior to one year in advance.

Please refer to the [Room Rental \(hotlink\)](#) portion of the Central Synagogue website to find information on pricing, policies and rules of the house. You will also find spec sheets, pictures and details about each of the available room rental options.

More Details about the Policy/ Services with More Than One Child

Our main event space is the Pavilion, but we also have rental space in the Atrium and across the street in the Community House on the 9th floor and in Stern Lobby.

Families of the children assigned to the 9:30am service will have first choice at hosting a private Kiddush or luncheon in the Pavilion following that service (without amplified music if there is an 11:30 service). If neither 9:30am family chooses this option, then a family with an 11:30am service may use the Pavilion. *Sharing the space with other families is strongly encouraged.*

Any family may choose to rent the Pavilion for an evening function. Families of the children assigned to the 11:30am service will have first choice at hosting an event in this space. If neither 11:30am family chooses this option, then a family with a 9:30am service may use the Pavilion.

If both families are planning to hold a function and wish to use the same room, the family that wishes to use the room for their main function (i.e.: four-hour room rental vs. a one-hour kiddush) will have the first selection.

If two families are not willing to share a rental space then we will have a ceremonial flip of a coin. Families are welcome to come to the flip and even call a side if they'd like. The winner of the coin flip will have the first choice to rent the room. (The first coin flip is final.) This procedure will also apply if both families wish to rent the same room for a four-hour "main function".

Even if there is only one child assigned to a date, the room may not be reserved in advance of one year.

What You Need to Know Regarding Vendors

- We are a Kosher-Style Facility: no *traif*, pork or shellfish. Meat & Dairy must be served on separate platters.

- We do not have an exclusive caterer; You are welcome to use the caterer of your choice as long as it is approved in advance.
- The rented space must be left in the condition it was found.
- We require a \$1 Million Certificate of Insurance naming Central Synagogue as the additional insured along with a refundable \$500 Deposit Check for all on-site vendors.

Requirements Prior to Your Event

The Events Dept. requires all details for your events at least 2 weeks in advance of the event date. This includes:

- All Vendor Names + Contact Info
- Timeline Information
- Certificate of Insurance for all vendors
- \$500 Deposit Check for all vendors

When Planning Your Event

Please keep the following policies in mind when making arrangements for your event:

- No event themes deemed inappropriate for a Synagogue
- No gambling themes or representation of gambling
- No smoking on-site
- No alcohol for minors
- If alcohol is served in the presence of minors the bar must be manned by a bartender
- We do not make announcements from the Bimah about *Kiddush* locations. Please make sure your invitations give specific directions to your guests about the location of your event
- The address for the Sanctuary & Pavilion is: 652 Lexington Ave, NYC 10022
- The address for the Community House is: 123 East 55th Street, NYC 10022
- No personalized or otherwise special kippot are allowed to be handed out at services
- Photography & Videography are not allowed during service
- Photo Shoot appointments for the Sanctuary must be arranged in advance
- More information can be found under the [b'nei mitzvah handbook](#) page ([hotlink](#))

Contact Information

If you have any questions about these procedures, please do not hesitate to contact:

Beth Woloff (212)508-3007 woloffb@censyn.org
 Director of Operations & Events

Steve Weingord (212) 838-5122 x3002 weingords@censyn.org
 Events Manager