

## **Or Hadash Building Rental / Reception Details**

### **1. Photography & Music**

There are no music or photo restrictions during any reception. There are, however, photo restrictions during the service. Photographers are limited to the back of the sanctuary, are asked to keep movement to a minimum, and flash is not permitted during the service. The Ark may not be opened except by specific prior arrangement with the Synagogue Administrator. Liability requirements are detailed in our Rental Contract. A more complete description is provided to B'nai Mitzvah parents at the annual orientation.

### **2. Room Use, Set-up & Supplies / Capacity / Building Regulations**

If you are having a reception immediately after services, a cocktail hour may take place in the Community Room or on the porch and patios, weather permitting. The caterers usually need 45 minutes to transform the Sanctuary for a buffet or sit-down affair. We currently have 10 round tables (standard 60-inch diameter), which seat 8 people each (using the synagogue's upholstered chairs). Congregants may rent additional round tables, linens, china, and silverware through the caterer. Renters / Caterers are responsible for room set-up (i.e., putting away chairs from service, and setting up round tables and chairs for reception seating).

The Sanctuary holds 120 – 140 people with no dance floor or 100 people with a dance floor. Some congregants have had 120 with dancing. The majority of our renters have a walk-through of the building with their caterer to review room set-up and table arrangements. Please contact the office at 215-283-0276 to schedule an appointment.

### **3. Caterers / Kashrut Policy / Kitchen Use**

It is not necessary to use a kosher-certified caterer but all events held at the synagogue must conform to the synagogue's Kashrut Policy. Liability requirements are detailed in our Building Regulations policy. A list of caterers that have worked with the synagogue in the past is attached for your convenience. Contact the caterer for references. The kitchen counters and refrigerator may be used as a staging area for the caterers; but food should not be prepared in the kitchen and the synagogue's utensils, sink, and supplies should not be used. There is no oven, nor is there sufficient counter space for meal preparation. Neither food nor beverages are prepared or provided by the synagogue.

### **4. Rental Rates / Dates / Contracts**

See the rental rates on the attached sheet. Please contact the Synagogue Administrator, at 215-283-0276 for date availability and further information. If you wish to rent the building, complete and submit the event request form and a rental contract as soon as possible.

### **5. Or Hadash Staffing**

Or Hadash will provide one person to act as Shamas to open and close the building, and to be on the premises during an event in order to attend to ritual items and for building security. If you require additional assistance, contact our Synagogue Administrator at least four weeks prior to the event to discuss the possibility of hiring our custodian at your expense during your event.

## Or Hadash Rental Fees

<u>Event Duration</u>	<u>Hours</u>	<u>Member Rates</u>	<u>Non-Member Rates</u>
Short	Up to 2	Suggested donation of \$350*	\$ 700.00
Long	2 - 5	Suggested donation of \$600*	\$1,200.00
Sunday/Holiday Surcharge		\$30.00/hr.	\$60/hr.

\*Members please note that the suggested donation amounts are intended to cover all Or Hadash overhead costs for events. These costs include costs for utilities, custodian, Shamas, and time that the Synagogue Administrator spends on event planning.

If your event runs beyond the allotted time, you will be billed in 30-minute increments at the rate of \$75 per half-hour for members, or \$175 per half-hour for non-members.

A regular Kiddush following a service (which is open to Or Hadash members as well) is free of rental charge, if it is limited to one hour and the family provides refreshments. (Trays will be set out by the Shamas.) However, if a caterer provides the food, rental charges will accrue in conformance with the rental contract.

The determination of when member rates apply is to be made by the Synagogue Administrator in consultation with the Vice President for Administration.

If you wish to rent the building for your event, please complete and submit an Event Request Form and Rental Contract to the Synagogue Administrator, along with a check for your initial deposit (one half of the rental fee). The balance is due sixty (60) days prior to the function and should be sent to Or Hadash in the form of a check. Should you have any questions or require additional information, please feel free to contact the Synagogue Administrator, at 215-283-0276. I look forward to helping you with your event arrangements.

## Or Hadash Catering List

**The caterers below have performed services for congregants of Or Hadash. Ask your caterer for names of prior Or Hadash customers for references. This list is for informational purposes only and does not serve as a recommendation or endorsement by the synagogue. No fee is paid by caterers for listing here.**

Barclay Caterers (Kosher caterer – Steve Hellinger)  
10960 Dutton Avenue  
Philadelphia, PA 19154  
(215) 612-2837

Peachtree & Ward / Catered Affairs (Orthodox supervision) (Andrea)  
363 York Road  
Willow Grove, PA 19090  
(215) 657-3111 / (215) 657-7261

Boscov's (Kosher Caterer – Steve Bonner)  
4500 Perkiomen Ave.  
Reading, PA 19606  
610-370-3718

Foodarama  
1-888-309-3800  
215-633-7100  
<http://www.foodarama.com>

Betty the Caterer  
7037 North Broad St.  
Philadelphia PA 19126  
Phone: 215-224-8400  
Fax: 215-224-8406

Klapholz's Kosher  
215-886-8600  
Fax: 215-886-8607

In The Bag  
Norristown Road & Limekiln Pike  
Maple Glen, PA 19002  
215-653-0660 (David or Ceil)

Wild Blue (Joe Koye)  
380 Crooked Lane, Suite 2  
King of Prussia, PA 19406  
610-272-7200

Panache Catering by Foodarama (Robin Rosenwald) (Kosher)  
4510 A Adams Circle  
Neshaminy Valley, PA 19020  
215-633-7100

DiFabio's 9<sup>th</sup> Street Catering Company (Daniela Redpath)  
700 W. Haverford Road  
Bryn Mawr, PA 19010  
610-520-7300

Annemarie's Cuisine  
645 Monroe Avenue  
Glenside, PA 19038  
215-806-7675

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