



RENTAL OPPORTUNITIES AT

*Temple
Beth Ami*

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Rockville, MD 20850

301-340-6818

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Introduction

Temple Beth Ami is thrilled to host your event in our beautiful building. Our two social halls, main lobby, courtyard, and backyard provide endless opportunities for your celebration. With ample free parking and easy access from 270, this is the perfect location for your event.

While we hope that the information in this brochure answers all of your questions, please reach out to Alissa Miller, Operations Manager, at amiller@bethami.org or 301-340-6818 for assistance.

We look forward to working with you to plan a perfect event!

Kinneret - Large Social Hall

Temple Beth Ami's Kinneret (large social hall) is the perfect space for a large event. Measuring 75' x 68' with a built-in 27' x 27' dance floor, we can accommodate up to 300 guests (fewer if you are using the dance floor, will have buffet tables in the room, etc). Our neutral decor enables you to decorate the room in any design scheme, as shown in these photos.



Yarden - Small Social Hall

Temple Beth Ami's Yarden (small social hall) is the perfect space for a more intimate event. Measuring 57' x 44' with a built-in 15' x 18' dance floor, we can accommodate up to 100 guests. Our neutral decor enables you to decorate the room in any design scheme.



Additional Spaces

Extend your celebration throughout our building -
inside and outside.

Our main lobby is a perfect space for cocktail hour.



Our courtyard connects the Kinneret and Yarden
(large and small social halls), which can be tented to
create another beautiful space for larger events.



Additional Spaces

Extend your celebration throughout our building - inside and outside.

Our Rova (backyard) provides a beautiful green space for an outdoor event. It is accessible from the Yarden (small social hall), which can be rented concurrently for a larger event.



Pricing Schedule

As of January 2021

Extended Celebration (4-5 hour) Rentals

Kinneret (Large Social Hall) with Main Lobby	\$3,750
Yarden (Small Social Hall) with Chapel Lobby	\$3,000

Additional Options - Available With Social Hall Rentals:

Interior Courtyard	\$750
Rova (backyard)	\$1,750

See Page 11 for set-up/event/clean up timing details.

Other Rentals

Kiddush Luncheon (90 minute) in Kinneret	\$500
Kiddush Luncheon (90 minute) in Yarden	\$300
Shabbat Dinner in Yarden	\$300
Shabbat Dinner in Library or Alef-Bet	\$150

These rentals are for 90 -minute events plus set up/clean up time.

Damage Protection Deposit

Refundable Deposit	\$500
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The refund amount is subject to a damage inspection as determined by the Temple. Major damage repair of the building or replacement of damaged equipment beyond the damage deposit amount is the sole responsibility of the member/group renting the space. Deposits may also be forfeited if the celebrations and clean-up are not completed within the agreed-upon time frame.

Above prices are for members only.

Guests are welcome to rent our building and will incur a 50% surcharge above the advertised fees.

Rental Policies

Priority of Usage

Priority One - Bar/Bat Mitzvah Families

- Reservations can be requested upon receipt of your Bar/Bat Mitzvah service date.
- For dates on which multiple families will celebrate Bar/Bat Mitzvah, reservations will be confirmed 30 days after the service dates are announced. This gives all families an opportunity to request space.
 - If two families celebrating a Bar/Bat Mitzvah on the same day request a reservation for the same space within the 30-day timeframe, TBA will request that families seek a resolution based upon their total number of expected guests.
 - In the event that families cannot reach an agreement, the family with the most seniority as Temple members will have their preferred space confirmed.
- For dates on which there are both morning and afternoon Bar/Bat Mitzvah services, the families with morning services will only be able to host Kiddush luncheons at the temple following their services. Full afternoon or evening celebrations are not allowed as they would interfere with the afternoon service.
- Only one caterer may work in the kitchen at a time. Families who hold separate celebrations at the same time must use the same caterer.
 - If both families make their reservations within the 30 day period, they should try to select a caterer together. In the event that families cannot reach an agreement, the caterer of the family with membership seniority will choose the caterer for both events.
 - If at least one of the families makes their reservation outside of the 30 day period, the family that first made their reservation chooses the caterer.
 - This policy only applies to full celebrations with fully catered meals (not Kiddush luncheons).
- If two families would like to host a Kiddush luncheon at the same time, it should be a joint Congregational Kiddush and the costs shared.

Rental Policies

Priority of Usage

Priority Two - Events for All Other Members

- Reservations can be made up to 24 months in advance.
- For all other dates, and for days on which Bar/Bat Mitzvah services are scheduled but the 30-day option period has expired, reservations from members will be accepted on a first-come/first-served basis.

Priority Three - Guest Usage

- Reservations from guests can be made up to 12 months in advance of the event date.
 - Requests will be accepted on a first-come/first-served basis.
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Rental Timing

The timing of social hall rentals will depend on other events scheduled in the building on the same day. TBA will confirm the timing for each rental during the contract process. For Bar/Bat Mitzvah celebrations, families can generally plan on the following:

- **Kiddush Luncheon Following a Morning Service** - Set-up can begin as early as 8 am, and clean-up should be completed by 2:30 pm. The luncheons start at approximately 12:30 pm and end at 2 pm. *
- **Afternoon Celebration Following Morning Service** - Set-up can begin as early as 8 am, and clean-up should be completed by 6 pm.* The celebrations start at approximately 12:30 pm and end no later than 5 pm.
- **Evening Celebration** - If there is a Kiddush Luncheon that day, set up can begin at 2:30 pm. If there is no Kiddush Luncheon, the setup can begin at 1 pm. Clean-up should be completed by 1 am.*

*Renters who do not clean and vacate the social hall by the contracted end time understand that this could result in forfeiture of their deposit.

Rental Policies

Payment and Refund Policies

- At the time of presenting a signed rental agreement from TBA, the renter must provide an advance deposit equal to fifty percent (50%) of the room rental fee and one hundred percent (100%) of the Damage Protection Deposit.
- The remaining balance due to the Temple must be paid no later than sixty (60) days prior to the event date.
- Members must remain in good financial standing throughout the time of the contract, or the contract is subject to cancellation.
- Cancellations must be made in writing (email is acceptable) to TBA. Refunds may be provided as follows:
 - More than 12 months in advance - TBA will refund all deposits and fees less a \$200 processing fee.
 - Between 9 and 12 months in advance - TBA will retain 25% of the rental fee and refund the balance, as well as the Damage Protection Deposit.
 - Between 2 and 9 months in advance - TBA will retain 50% of the rental fee and refund the balance, as well as the Damage Protection Deposit.
 - Less than 2 months in advance - TBA will retain 100% of the rental fee and the Damage Protection Deposit.
- For cancellations caused by changes in Montgomery County regulations related to indoor celebrations during the Covid-19 pandemic, TBA will refund all fees and deposits without penalty.

Rental Policies

Building Security

- Renters for all extended celebrations (not Kiddush luncheons) must hire two security guards (three if renting multiple spaces) from a list of pre-approved personnel.
- Renters must hire the security guards to be onsite throughout the duration of the party and leave only when all of the guests leave the building. Therefore, the guards need to be hired and paid for a full half hour beyond the official endtime of the party.
- Renters must pay security personnel directly based on current market rates provided by security personnel.
- Renters and security personnel must confirm their arrangement with TBA no later than 30 days prior to the event.

Catering Policies

- All caterers **MUST** provide TBA with a Proof of Liability Insurance with the Temple named as an additional insured no later than 30 days prior to the event.
- Only one caterer is allowed in the kitchen at a time.
- No **shellfish, pork products (including ham, bacon or anything containing pork), or nuts of any type** may be prepared or served on the premises of Temple Beth Ami.
- Menus must be provided to TBA two weeks in advance.
- During Passover, no leavened or other prohibited foods may be served.
- The signatory (or contracted caterer) must provide all labor associated with setup, serving, clearing, cleanup, and dishwashing.
- The kitchen must be left broom clean and in an orderly condition.
- The Temple's custodian will walk through the premises with the caterer and fill out a **facility use checkout form** before the caterer leaves the building. The signatory will be responsible for any missing or damaged equipment or structural damage.
- TBA will provide 5' round and 6" long rectangular tables and chairs. Caterers must supply all linens, dishes, glassware, flatware, and coffee service items.

Rental Policies

Usage Restrictions

Alcoholic Beverages

- Any and all governmental permits, rules, regulations, and laws that pertain to the use of alcoholic beverages within Temple Beth Ami are the sole responsibility of the rental signatory. Caterers or event hosts who wish to include alcohol as part of their celebration must have a licensed bartender at the event to serve the alcohol.
- Alcoholic beverages may be served in moderation as part of a cocktail hour, meal, or reception. Temple Beth Ami reserves the right to end the serving of alcohol or shut down a celebration if any of its staff members, or designees in the form of approved security personnel, determines that it is necessary to protect its facility and/or safeguard individuals.
- All alcohol must be served by bar or wait staff.
- Guests may not carry open cans or bottles of alcohol to the parking lot when leaving the facility.
- Under no circumstances can alcohol be served to minors; this includes the ceremonial use of wine.
- The rental signatory must ensure that efforts are made to encourage individuals who have consumed alcohol to participate in a safe transportation program including, but not limited to, designated drivers, serving of non-alcoholic drinks to designated drivers, taxi services, or calls to police if an intoxicated participant insists on driving home.

Facility Restrictions

- All exterior doors **MUST** be locked at all times for security.
- Decorations may be affixed with masking tape, command strips, and lightweight magnets.
- Nothing heavier than 2 ounces may be hung from the ceiling.
- Only votives or candles with enclosed flames may be used.
- Rice, confetti, candy, powder, smoke, bubbles, sand, birdseed are not permitted anywhere on the premises. Rose petals may be thrown outside when a wedding couple exits the building.
- No animals, other than service animals, are allowed in the building.

Rental Policies

Force Majeure

Neither party will be liable for failure or delay to perform obligations under a TBA Rental Agreement, which have become practicably impossible because of circumstances beyond the reasonable control of the applicable party. Such circumstances include without limitation natural disasters or acts of God; acts of terrorism; labor disputes or stoppages; war; government acts or orders; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies; or any other cause, whether similar in kind to the foregoing or otherwise, beyond the party's reasonable control. Written notice of a party's failure or delay in performance due to force majeure must be given to the other party no later than five (5) business days following the force majeure event commencing, which notice shall describe the force majeure event and the actions taken to minimize the impact thereof. All delivery dates under a TBA Rental Agreement affected by force majeure shall be tolled for the duration of such force majeure. The parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates as soon as practicable after the force majeure condition ceases to exist.