



## **About Chabad of West Boca Venue**

### **Our Facility**

Chabad of Boca Raton is a center of spiritual richness housed in an exquisite facility, a combination that is sure to enhance your lifecycle celebration or personal milestone.

Thank you for considering us for your special occasion!

Our facility is a perfect setting for just about any occasion, including:

- Weddings
- Bar and Bat Mitzvahs
- Bris
- Anniversaries
- Lectures
- Conferences
- Meetings
- Memorials
- Birthdays
- Upshernish (hair cutting for a 3 year old boy)
- Shabbos Kiddushim

Our ballroom can host up to 350 guests with banquet seating, And up to 600 with lecture seating.

### **Parking**

All space rentals include use of our parking facilities..

### **Tables and chairs**

We provide ten buffet tables, twelve round (72") tables & 250 standard chairs. Additional or styled furniture may be rented from a third party (e.g., your caterer or party planner).



### Grand Ballroom - 6,000 sq ft

*\$1050 (plus \$350 cleaning fee)*

Weddings, galas and social affairs will feel right at home in our largest space: a combination of the Marble Room and the Ballroom with banquet seating for up to 350 people (approx. 300 with a dance floor).

### Banquet Hall - 3,000 sq ft

*\$500 - up to 60 people (plus \$250 cleaning fee)*

*\$750 - 60 people or more (plus \$350 cleaning fee)*

Our partitioned ballroom is a spacious and sunlit setting for events of up to 175 guests. A deluxe commercial kitchen opens into it for ultimate service.

### Main Sanctuary - 3000 sq ft

*Room setup with Synagogue Layout - \$200 (no food)*

*Room setup with removal of Bima & Mechitzas - \$375 (no food)*

A wedding ceremony, bar mitzvah or bris takes on deep new meaning in our expansive 220 seat sanctuary - a marriage of rich Judaic symbolism and cutting-edge design.

### Daily Sanctuary - 1,000 sq ft

*\$250 (plus \$150 cleaning fee)*

Up to 60 people can enjoy this versatile space with access and amenities perfect for groom receptions, private dinners and corporate meetings.

### Lobby

*\$100 (plus \$100 cleaning fee)*

An extended entrance lobby featuring high ceilings lined with stained glass windows, ideal for cocktail hour or a bride to receive guests before her Chuppa.

### Classroom

*\$100 (plus \$100 cleaning fee)*

Up to 18 people can enjoy this space, perfect for a lounge, Yichud room, or bridal room.

### Extras

Candies for a Bar Mitzvah or Shabbat Chattan (Aufruf) \$25

Microphone & Sound System \$100

*State of the art overhead sound system with microphones*

Projector & Screen or 60 inch TV Screen \$200

### Security

*0 - 100 Guests: 1 security guard @ \$30/hr (Total \$120)*

*101 - 250 Guests: 2 security guards @ \$60/hr (Total \$240)*

*251 - 500 Guests: 3 security guards @ \$90/hr (Total \$360)*

\*Rental fees are based on four (4) hour events. Overtime charges apply after four hours \*



## **Rules & Regulations**

### **Reserving your event**

- An application must be submitted to the office for all event registrations. Once an application has been received, your date request will be verified and a confirmation will be emailed to you. A deposit is due when the application is confirmed. All reservations are on a first-come, first-serve basis. A 50% deposit is needed to hold any date.
- A Check of \$500 refundable deposit is needed for Bar/Bat Mitzvahs and Weddings and will be returned 15 days after the event as long as there is no damage. If any damages that exceed the amount of the security deposit shall be the responsibility of the person financially responsible for the event.
- If it becomes necessary to cancel an event, it must be canceled more than 30 days in advance of the event. A reservation that is canceled within the 30-day period will result in a cancellation fee equal to one-half the deposit. Written cancellation is required.
- 10 days prior to the event, a vendor list, proof of insurance and final head-count must be provided
- If hiring an event planner, they must meet with Rivka Bukiet as soon as they are hired. Without this meeting the planner will not be allowed to offer their services.
- All facility fees must be collected no later than 7 days prior to the event. If payments are not made, Chabad of West Boca reserves the right to cancel the event. Any deposit paid will not be refundable.

### **Pre-event access & deliveries**

- Office personnel are not authorized to sign for any deliveries unless previously arranged. Unless previously arranged with the office, the applicant must be on site to accept all deliveries
- Chabad of West Boca is not responsible for any items delivered early or left behind.
- Chabad of West Boca opens at 8:00am Monday through Friday and at 9:00am on Sunday. Setup and deliveries must commence after these times. For weeknight events, you will be given access to our facility 6 hours before your event. For events on a Sunday morning, you will be given up to 2 hours to set up on Saturday night once Shabbat ends. No setup will be allowed during Shabbat. If you want additional time and the room is available, you may rent it for an additional day.
- The day of the event, there will be on-site staff person one-hour prior to the event to open doors, and answer questions.



### **Room use policies**

- Set-up and clean-up must be arranged through your caterer or party planner.
- All evening events must be over before 11:00 p.m.
- Proof of insurance is required from all vendors working an event at Chabad of West Boca Raton at least 15 days before an event takes place. Chabad of West Boca must be listed on these policies as a certified holder.
- We reserve the right to search all persons, packages, and bags entering the premises.
- We reserve the right to refuse admission or remove anyone from the premises.
- We do not take responsibility for lost, stolen or damaged personal property. Please do not leave any personal items unattended.
- Do not move or remove any equipment such as artwork, plants, etc.
- Tape, nails, staples pushpins, etc., are not permitted on any of the Facility walls, ceilings, doors, or furniture. Decorations, props, signs and posters must be free-standing and may not be attached to walls
- We do not permit gambling, lit candles (unless contained), torch juggling, sparklers, party snappers, confetti, glitter, silly string, or similar items, live animals or liquor to minors.
- Entrances, hallways, and exit signs must not be blocked at any time.
- To preserve our tradition of modesty, men and women must dance separately.
- No female vocalists are permitted except in front of an exclusively female audience.

### **Kosher food policy:**

All food served on our premises must be Pas Yisroel, Cholov Yisroel as relevant to your specific menu. Wrapped parve candy with printed kosher certification may be brought into the sanctuary. No other food is permitted at Chabad West Boca. When ordering from one of our approved vendors, please verify that they are under the ORB.

### **Catering**

One west Catering - Danny Weiss 561-577-0620

CEK caterers - Avi 561-241-6977

Elegant Kosher Catering - Yaakov Mizrachi 954-800-2051

LEC catering - Menachem Kozlovsky 305-409-1247

Shaike's kosher catering - Shaike Korlansky

\*Any caterer not on this list MUST be approved by the office first\*

### **Drop of service**

At a drop-off food service event, all food, beverages, paper plates, cutlery, cups, tablecloths and trash bags must be supplied by the customer. Our kitchen will be closed and off-limits.

There will be \$100 Mashgiach fee for drop of service

Approved vendors for drop-off food service:

Lox and Bagel - 561-245-8363

Rave - 561-408-7283

Jon's Place - 561-338-0008

\*Any caterer not on this list MUST be approved by the office first\*



**RENTAL FORM:**

By signing below, you agree to abide by the terms herein:

RENTER'S FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT DATE \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ EVENT TYPE \_\_\_\_\_

SPACE REQUIRED: \_\_\_\_\_

COST OF RENTAL: \_\_\_\_\_ ADDITIONAL COST: \_\_\_\_\_ TOTAL: \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

RENTER'S SIGNATURE: \_\_\_\_\_

RIVKA BUKIET'S SIGNATURE: \_\_\_\_\_

RABBI BUKIET'S SIGNATURE: \_\_\_\_\_