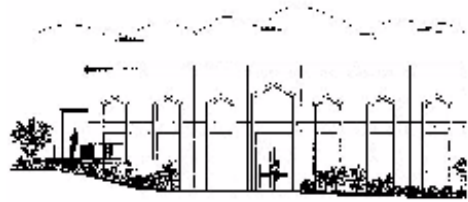


Babylonian Jewish Center

440 Great Neck Road • Great Neck • NY • 11020
(516) 773-9876 • www.bjcny.org • e-mail: info@bjcny.org



Rabbi Nir Shalom

Cantor Hazzan Jacob Bitton

BJC Event/Function Guide

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Thank you for your interest to hold an event at the Babylonian Jewish Center.

The Babylonian Jewish Center worship and reception spaces are available for rent principally for our Jewish members' life-cycle events: weddings, *Bar* and *Bat Mitzvah* celebrations, *brit milah* ("bris"), baby naming or funeral/memorial services. An event of any kind is both a meaningful and detailed endeavor. This guide will walk you through the many questions that will arise when planning an event at the BJC. This guide was designed to inform and guide you as you plan your event. You will be working closely with our Event Coordinator to make this an easy and fulfilling experience.

Our Mission Statement

The purpose of the Congregation is to create an environment aimed at preservation, promotion and continuation of the culture, tradition and identity of the Babylonian Jewish Heritage through religious, social and educational means.

The congregation is led by an exceptional and caring clergy and staff in partnership with dedicated lay leaders. We are a unique, historic congregation characterized by a strong tradition of family and community commitment.

Event Fee – Non-Member: \$1800

Event Fee – Member: \$250

Your event fee includes the following:

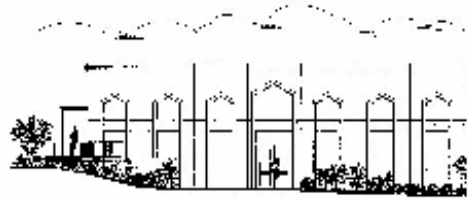
- Event Coordinator
- *On-site Maintenance*
- *Parking limited spaces*
- *Warming kitchen*

A representative or employee of the Babylonian Jewish Center must always be present when the facility is open for an event. This person is responsible for making certain that the premises are secure.

The BJC will provide at least one full-time staff member, as required to help set up your event and be on hand to assist vendors with requests during the event. They will also be there during the break-down and clean-up. This staff member's principal responsibilities are to act as a liaison among you, your party planner, caterers, and any other service providers and BJC. They are not responsible for confirming your arrangements with your vendors or others on managing any aspect of the catering and entertainment during the event.

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Outside Vendors and Insurance

The names of all vendors and visitors to the Temple other than invited guests during the scheduled time of your event must be submitted prior to their visit so their name can be put on the security's list. Any third party hired to service your function/event needs at the BJC must have proper insurance. Insurance must be requested and presented before the date.

Tent/Furniture Rental - Contact Anis Shashou at (516) 458-5177

Caterers must be Glatt Kosher and are subject to approval

The following is a list of approved caterers:

Amal Catering (516) 466-3003

Aodi- Beth Torah Caterers (718) 261-4775

Lederman (516) 829-6666

Colbeh (516) 466-8181

List of approved Florists:

Metro Flowers (516) 439-5600

Payment

Payment is due in advance of the function/event date. Checks are to be made payable to Babylonian Jewish Center. If you would like to pay by credit card, there will be an additional 3% handling fee.

Gratuities to the BJC maintenance team are welcome.

Parking and Valet

The BJC has 2 parking lots (capacity of 25 cars in one lot and ??? in the other). If your event will require more parking capacity than what we can provide, we suggest using a valet service (75 spaces) on the lot.

When using a tent, parking is only allowed on one side of the lot or the other based on where the entrance will be. On-Street parking rules must be abided to at all times otherwise your guests can be towed or booted.

Delivery and Pick Up

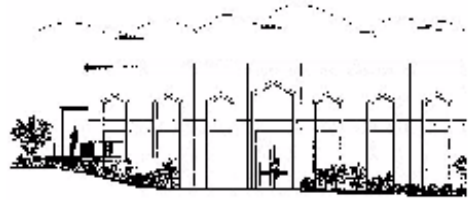
Please notify the Event Coordinator of any floral deliveries. Please note that most deliveries for a Saturday event needs to be made Friday before 2:00 p.m.???

Nothing may be brought in on the Saturday: everything must be at the premises before Shabbat begins on Friday.

It is highly recommended that you be available for drop-off /pick-up of rented items. BJC

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will not sign for deliveries and is not responsible for them prior to, during, or following the event. You must insure that all vendors coordinate deliveries and setup with our Maintenance Manager.

Photography and Music

Photography and music are allowed on the premises other than on Shabbat and on High Holy Days.

Wedding clients are expected to make their own arrangements regarding instrumental and vocal music. The D.J. and/or band performing should view the facility prior to the event to locate electrical outlets and determine that there is adequate power to suit their. If necessary, rental of a generator is the client's

Music must stop 15 minutes prior to the contracted closing time of the event.

Because our location is adjacent to a residential area, we must comply with the appropriate codes for noise regulation. Thus it is very important that music chosen for the event be kept to a reasonable sound level at all times.

**** If the client's guests and/or hired musicians do not comply with the policy, BJC reserves the right to either set music and P.A. levels at their discretion or stop the music. City police do patrol and will stop all music if neighbors are being disturbed or music exceeds acceptable decibel level.***

Shabbat Guidelines

Guests must be advised that *in accordance to our guidelines, proper attire is requested due to our Orthodox guidelines. The use of cell phones on Shabbat is prohibited on the premises.*

Bulletin Announcement

Please let our Administrative Secretary/Event Coordinator, Helen Yehuda, know if you would like your event/function announced in the monthly flyer and/or our email announcements.

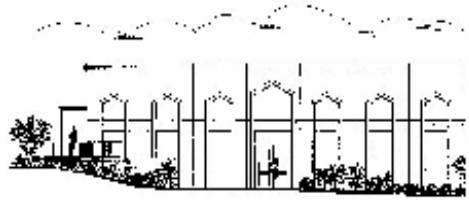
Should you have further questions, please contact our Event Coordinator, Helen Yehuda, at info@bjcny.org or (516) 236-2197.

Sincerely,
Babylonian Jewish Center

Please complete the following checklist and hand in 30 days prior to your event to assist the BJC Event Manager with coordinating your event.

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Babylonian Jewish Center EVENT DETAILS

Name _____

Event _____

Date of Event _____ Time of Event _____

Spaces(s) to be used (Sanctuary/ Event Room) _____

Caterer _____

Coordinator/Event Planner _____

Florist _____

Band/D.J. _____

Photographer _____

Videographer _____

Rental Company(tent/furniture) _____

Other Vendor _____

Other Vendor _____

Event Fee – Non-Member: \$1800 _____

Event Fee – Member: \$250 _____

Signature: _____ Date: _____