

Babylonian Jewish Center

440 Great Neck Road ■ Great Neck NY, 11021

(516) 773-9876 ■ www.bjcnny.org ■ e-mail: info@bjcnny.org



The BJC Event Guide

Thank you for your interest in holding an event at the Babylonian Jewish Center (“BJC”). It will be our honor to host you. Our brand new, state of the art facilities and catering hall are the perfect location for your next function - whether it be a wedding, Bar or Bat Mitzvah, Brit Milah (“bris”), baby naming, or memorial service. Our on-site event coordinator, and relationships with the top caterers and vendors in the area, will make your event planning easy, seamless, and memorable.

This guide was designed to outline the steps involved in booking your event and provide you with information to assist with your overall planning. Included are the following:

- I. **Booking Your Event (step by step process to execute your event)**
- II. **Fees & Payment**
- III. **Selection of Vendors (caterer, florist, band/DJ, etc)**
- IV. **Parking & Valet**
- V. **Deliveries & Pick-ups**
- VI. **Photography and Music Guidelines**
- VII. **Shabbat Guidelines**

I. Booking Your Event

1) Reserve the Date

As we receive many requests, it is very important to book early to reserve the date of your event. This is done by contacting the BJC Event Coordinator, Helen Yehuda, either by email (events@bjcnny.org) or by telephone (516) 236-2197. Please provide the following information upon reserving:

- Name
- Email contact(s)
- Phone Number where we can reach you
- Event Description (type of event and who the event is for)
- Event Date and Time (Day or Evening) that you are requesting

2) Make Payable 50% of the “Event Fee” (check or credit card accepted)

Holding the date requires a non-refundable payment of 50% of the Event Fee within one week of reserving the date. Checks are to be made payable to “Babylonian Jewish Center” (please include the name of the event and the reservation date in the memo). Checks can be mailed to the BJC at:

Babylonian Jewish Center (Attention: Event Coordinator)
440 Great Neck Road
Great Neck, NY 11021

If you would like to pay by credit card, please contact the BJC Event Coordinator (Helen Yehuda) directly: (516) 236-2197

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I. Booking Your Event (Continued)

3) Complete the “BJC Event Contract”

The BJC Event Contract provides the BJC with the names of the vendors that you have selected to execute your event, in addition to other details that we need to know to prepare the hall accordingly (e.g. start time/end time, use of sanctuary/lobby for Kiddush, etc).

The BJC Event Contract can be found at the end of this Event Guide and will need to be completed and emailed to the BJC Event Coordinator (events@bjcny.org) no later than 30 days prior to your event.

Note: Please make sure to let the BJC Event Coordinator know if there are any changes to any of the vendors or details on the BJC Event Contract after it has been submitted.

4) Make Payable Outstanding Balance(s) of Fees/Charges

- The 50% balance of the Total Event Contract is due at least 10 days before your event.
- Any optional charges (e.g. Sponsoring of the Shabbat Kiddush, Video Montage, etc.) will also be required at this time

Note: The BJC Event Coordinator will remind you of any outstanding balances as your date approaches.

5) Cancellation Policy

By Client. The Client may cancel this Agreement at any time. If the Client cancels up to 180 days prior to the Event Date, the Client will be entitled to a full refund of the deposit. If the Client cancels within 180 days prior to the Event Date, the Client will be entitled to a twenty five percent (25%) refund. If the Client cancels less than 30 days prior to the Event Date, the Client will not be entitled to a refund.

This policy will be reviewed in case of any extenuating circumstance.

II. Fees & Payment for Members

Mandatory Fees

1) The Event Fee (Mandatory)

Standard fee charged by the BJC which encompasses:

- Use of BJC Facilities (including hall, sanctuary, kitchen, parking, etc)
- On-site Maintenance and Support during your event. The BJC will provide at least one full-time staff member (Maintenance Manager), as required, to help set up your event and be on hand to assist vendors with requests. The principal responsibility is to act as a BJC liaison among you, your party planner, caterers, and any other service providers. They are not responsible for confirming your arrangements with your vendors or others, or managing any aspect of the catering and entertainment during the event.

2) The Security Attendant Fee (Mandatory)

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Standard fee charged by the BJC which places hired on-site security personnel on the date of your event.

II. Fees for Members(Continued)

The table below outlines the mandatory charges (**Event Fee and Security Attendant Fee**) applicable to your event, which will be based on the day of the week of your event, whether it is being held in the day or night, and whether or not the large banquet hall will be utilized (for smaller events, the two entry lounge/common areas can be used).

Day event (10:00am – 3:00 pm) Evening Event (after 4:00 pm).

Mandatory Fees listed below:

Large Banquet Hall - Security Attendant (up to 6 hours)			
Weekday	Event Fee		Security Attendant Fee
	Day Event	Evening Event	
Monday - Wednesday	\$1,000	\$2,000	\$500
Thursday	\$1,500	\$2,000	\$500
Friday	\$1,500	\$2,000	\$500
Saturday	\$2,000	\$2,000	\$500
Sunday	\$2,000	\$2,000	\$500

Associate Member – additional \$1000
 Includes Hall space, Setup, Luxury Chairs, Tables, Cleanup

No Banquet Hall (Entry Common Areas to be Utilized) Security Attendant (up to 4 hours)			
Weekday	Event Fee		Security Attendant Fee
	Day Event	Evening Event	
Monday - Friday	\$600	\$900	\$300
Saturday	\$600	\$950	\$300
Sunday	\$600	\$950	\$300

Associate Member – additional \$200
 Includes Lobby space, Setup, Fold-up Chairs, Serving Tables, Cleanup

Memorial – Security Attendant (up to 4 hours)			
Weekday	Event Fee		Security Attendant Fee
	Day or Evening		
Monday - Sunday	\$900		\$300

Associate Member – additional \$200
 Includes Setup, Fold-up Chairs, Serving Tables, Cleanup
 **Please note Prices are subject to change based on unforeseen economic circumstances

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****If a host has a small number of guests i.e...50 to 60 people and wishes to utilize the Banquet Hall for a Shabbat Kiddush, the charge will be \$550 plus cleanup fee \$250.**

Optional Charges

1) Video Montage in the Banquet Hall (Optional)

The banquet hall has been equipped with state of the art audio visual (AV) equipment, speakers, and screens to be able to display any video or picture files you would like to share with guests at your event. The use of this facility is an **additional \$500**. Please coordinate with the BJC Event Coordinator to ensure your files are tested prior to the event.

2) Shabbat Kiddush Sponsorship (Optional)

Sponsoring the Shabbat Kiddush for the general congregation will be an additional **\$850**. The banquet hall will be utilized for a sponsored Kiddush if no other event is being held. In addition, an email will be sent by the BJC to the congregation announcing the sponsorship, and it will also be mentioned during Shabbat services.

III. Selection of Vendors

1) Caterers and Florists

For Caterers and Florists, the BJC requires that you leverage an “approved” vendor – one with an existing relationship with the BJC Catering Facilities. These are experienced businesses that have been selected for their quality of service.

BJC Approved Caterers

For Small and Large Functions:

- Amal Catering..... (516) 466-3003
- Colbeh.....(516) 466-8181

For Large Functions:

- Zami.....(718) 627-4945

BJC Approved Florists

- Metro Flowers..... (516) 466-6151
- Kings Point Florist.....(516)466-7755



2) All Other Vendors

Selection of any other vendor (DJ, Band, Photographer, Event Planner, etc) is at the discretion of the event holder. It is very important that you provide these names to the BJC Event Coordinator on the previously mentioned “BJC Event Contract”.

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The names of all vendors and visitors to the BJC 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. In addition, any non BJC approved vendor must have proper insurance which must be presented before the date of the event. The BJC Event Coordinator will assist in making sure all insurance documents are received from these other vendors.

Recommendations

D.J.

Alex & Amir..... (800) 357-6695

Middle Eastern/Israeli Music

Roni Shalom.....(516) 625-0277

Samir Shukry.....(516) 698-2057

AviPerets.....(954) 687-3310

Chazzan (Cantor)

Jacob Bitton.....(516) 382-3694

Avi Perets.....(954) 687-3310

Photographer / Videographer

Studio Flash..... (516) 466-1919

Event Planner

Geo Events..... (917) 359-7729

Video Game and Game Rentals

Great Neck Games..... (516) 747-9191

Tents/Chairs/Furniture& Other Equipment

Elite Tent & Party Rental..... (516) 671-7777

Great Neck Games..... (516) 747-9191

Invitations / Party Favors / Kippahs

Aha (51 Cuttermill Rd)..... (516) 487-1830

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IV. Parking and Valet

1) For Small Events (up to 100 people)

The BJC has two parking lots with a total capacity of 47 cars. For smaller events these parking spaces can be utilized. If all parking spots are full, please be aware that on-street parking regulations must be abided by at all times, otherwise vehicles will be towed or booted.

2) For Larger Events (over 100 people) or Optional in any Event

If your event has greater than 100 guests and needs more parking capacity than what is available, the BJC approved valet service is required:

- Executive Parking Services.....(516) 484-4600(Contact: Richie)



V. Deliveries and Pick-Ups

Please notify the BJC Event Coordinator of all deliveries to the BJC by any vendors so that the delivery and setup can be coordinated with your assigned Maintenance Manager who will be onsite to assist you with your event. Two important notes:

- 1) The BJC will not sign for deliveries and is not responsible for them prior to, during, or following the event. It is highly recommended that you be available for drop-off /pick-up of rented or delivered items
- 2) Deliveries must adhere to Shabbat Guidelines (See section VII)

VI. Photography and Music Guidelines

- 1) **Observing Shabbat:** Photography and music are allowed on the premises on all days other than during Shabbat and on High Holy Days.
- 2) **Music Electrical Requirements:** Individuals holding the event 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 if there is adequate power to suit their needs. If necessary, rental of a generator is the client's or vendor's responsibility.
- 3) **Music Stoppage:** Music must stop 15 minutes prior to the contracted closing time of the event.
- 4) **Noise Regulation:** 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.

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VII. Shabbat Guidelines

- 1) **Attire:** Guests must be advised that in accordance to our guidelines, proper attire is requested due to our Orthodox guidelines.
- 2) **Electronic Devices:** The use of cell phones and any other electronic devices (cameras, music, etc) on Shabbat is prohibited on the premises.
- 3) **Deliveries:** Please note that most deliveries for a Saturday event need to be made Friday before 2:00 p.m. Nothing may be brought in on the Saturday during Shabbat: All items must be at the premises before Shabbat begins on Friday.

Other: Please note that the BJC is not responsible to provide a “Coat Check Personnel” and therefore is not responsible for any loss or theft of personal items. If you wish to provide one, please ask the event coordinator or the Caterer to provide you with one.

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email to: events@bjcny.org

Name: _____

Phone #: _____

Email: _____

Date of Event: _____

Event Name: _____

No. of Adults: _____ No. of Children _____

Time start: _____

Time end: _____

-BJC Room(s) to be used (check all that apply):

Sanctuary Entry Lounge Areas (for Kiddush or Smaller events) Banquet Hall

-Caterer (check all that apply):

Amal Colbeh Zami

-Shabbat Kiddush Sponsorship

Yes No

-Use of Lobby on Thursday for Torah Reading

Yes No

-Florist (check all that apply):

Metro Kings Point Florist

-Valet Parking – (check all that apply): (optional if less than 100 persons)

Yes No

-Video Montage

Yes No

Band/D.J.: _____ Contact #: _____

Photographer: _____ Contact #: _____

Videographer: _____ Contact #: _____

Rental Company (tent/furniture): _____ Contact #: _____

Coordinator/Event Planner (optional): _____

Other Vendor: _____ Contact #: _____

Contact #:

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email to: events@bjcny.org

PLEASE READ THE FOLLOWING AGREEMENT AND PROVIDE YOUR SIGNATURE

By signing below, I acknowledge that I have read, understand, and agree to the policies as defined in the Babylonian Jewish Center (“BJC”) Event Guide. Those policies include ‘Fees & Payment’, ‘Selection of Vendors’, ‘Parking & Valet’, ‘Deliveries & Pick-ups’, Photography and Music Guidelines’, and ‘Shabbat Guidelines’. Any breach of policy can result in loss of deposit (50% of Event Fee) and/or further action taken by the BJC.

A photocopy of this document is as valid as the original. You may receive a copy of this document upon request.

Print Name: _____

Signature: _____ **Date:** _____