



NORTH  
COUNTRY  
REFORM  
TEMPLE  
נר תורה

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E-mail: office@ncrt.org • Website: www.ncrt.org

Date: \_\_\_\_\_

Dr. Janet B. Liss  
Rabbi Educator  
rabbiliss@ncrt.org

## APPLICATION

### FOR THE USE OF TEMPLE FACILITIES

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

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

PHONE: (H): \_\_\_\_\_ (C): \_\_\_\_\_

Email: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_

TIME: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

FACILITIES TO BE USED : \_\_\_\_\_

CATERER: \_\_\_\_\_

\_\_\_\_\_

#### TEMPLE FEES:

Use of facilities: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

Paid in Full: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

*This application shall be deemed cancelled and any monies paid hereunder will not be refunded if the above balance is not paid in full at least thirty (30) days before the date of the function.*

Page 2 – Application for Use of Temple Facilities

Applicant agrees to abide by all the House Rules of North Country Reform Temple Ner Tamid, now or hereafter promulgated, which rules are made a part hereof, and to use only a caterer on the approved list of the Temple.

If applicant is a member of the Temple and if fifteen (15) days before the date of the function, as set forth above, said member is not a member in good standing, or is delinquent in any Temple obligations, pledges or dues, then this application shall be deemed cancelled and any monies paid hereunder will not be refunded.

No entertainment, except a Band, will be permitted at said function unless written approval is granted by the Banquet Committee at least thirty (30) days prior to said function.

**APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPROVED: NORTH COUNTRY REFORM TEMPLE-NER-TAMID**

**BY:** \_\_\_\_\_  
The Banquet Committee

**DATE:** \_\_\_\_\_

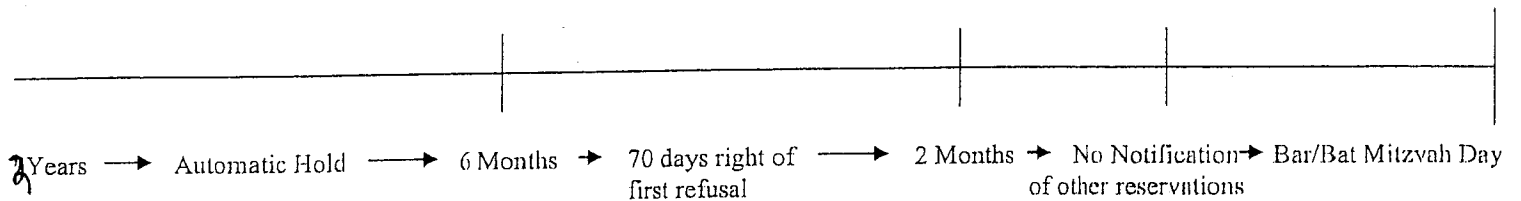
# North Country Reform Temple

## BAR/BAT MITZVAH AVAILABILITY OF TEMPLE BANQUET HALL

From the time when the Rabbi assigns your child's specific Bar/Bat Mitzvah date (approximately 2 years prior); all Temple members have an automatic hold on the Temple Banquet Hall until six (6) months prior to their Bar/Bat Mitzvah.

Between six (6) months and two (2) months prior to the date of the Bar/Bat Mitzvah Service, the Temple member will have seventy (70) days "right of first refusal" if any other use of the catering facility is requested.

Less than two (2) months before the Bar/Bat Mitzvah Service, it will be assumed that the Temple member will not be using the Temple catering facility and you will not be notified if the Banquet Hall is to be used for another function.



# North Country Reform Temple ~ Ner Tamid

## BANQUET RULES

1. The Banquet Hall holds approximately 130 people (with a dance floor) and separate *Kiddush* Room.
2. The Banquet Hall and the *Kiddush* Room combined (doors open to form one large room) holds approximately 180 people (with a dance floor).
3. Use of Banquet Hall includes the use of dishes, glassware, and silverware.
4. All parties (with the exception of an extended *Kiddush*) are scheduled for up to 5 hours in the Banquet Hall. (7 hours are allocated for custodial time\*)
5. An Extended *Kiddush*/Luncheon is scheduled for up to 3 hours in the Banquet Hall. (5 hours are allocated for custodial time\*)
6. Functions beginning before 2:00 p.m. on Sunday, when Hebrew School is in session, must be discussed with the Banquet Committee Chairperson prior to approval.
7. No pork products or shellfish may be brought into, or served in the Temple.
8. No scotch tape, masking tape, stickers, tacks, or any other material that may permanently deface the Banquet Hall may be fastened to the walls, ceilings, or woodwork. "Blue Tac" is the only material approved to hang decorations.
9. For Saturday afternoon parties where there is a scheduled *Shabbat* Morning Service at 10:30 a.m., all helium balloons must be blown up before the start of the Service.
10. At the end of the party, it is the responsibility of the Caterer/Party Host to make certain that the Banquet Hall is ready for vacuuming, with the chairs stacked. The kitchen floor is to be damp mopped and all counter tops cleaned. All garbage must be put into the dumpsters and all decorations must be removed.

\*All custodial overtime will be billed to the family at \$25 per hour per person working.

# North Country Reform Temple ~ Ner Tamid

## APPROVED TEMPLE CATERERS 2012 ~ 2013

<u>NAME/ADDRESS</u>	<u>CONTACT</u>	<u>TEL/FAX</u>
Philip Stone Caterers 175 Sunnyside Blvd. Plainview, NY 11803	Peter Stone Kosher and Non-Kosher	516 - 326-2156
Mark of Excellence 12 Willowdale Avenue Port Washington, NY 11050	Mark Spiegel	516 -767-3663
Page One 90 School Street Glen Cove, NY 11542	Mary Mansi	516-676-2800 516-759-9007 (home)
Roslyn Kosher Foods 1044 Willis Avenue Albertson, NY <i>(Food only, servers needed)</i>	Julie Jacobson	516 - 621-9615
Ben's Kosher Deli 140 Wheatley Plaza Greenvale, NY 11548	Todd Silverstein Kosher	516 - 621-3340 516 - 621-2178 fax
Glen Cove Bagel Café 89 Forest Avenue Glen Cove, NY 11542 <i>(Food only, servers needed)</i>	John Compicello	516-671-3354
Greenvale Bagels 5C Glen Cove Road Greenvale, NY 11548 <i>(Food only, servers needed)</i>	Mark Freund	516 - 621-7887
Bagel Boss 400 Willis Avenue Roslyn Heights, NY 11577 <i>(Food only, servers needed)</i>	Randy or Jacob	516 - 626-5599
Grassroots 723 Glen Cove Avenue Glen Head, NY 11545	Rob Mansfield	516 – 671-1616
Quartz Caterers at the Nassau County Bar Association 15 <sup>th</sup> & West Streets Mineola, NY 11501	Michael Imbriano, Pres.	516-248-3257

***Please Note: If you request to use a caterer that is not on the list above, there will be a \$200 non-refundable administrative fee to initiate and expedite the investigation of the caterer of your choice. Approval or disapproval of the caterer is then determined by a vote of the NCRT Board of Trustees.***

# North Country Reform Temple Banquet Room Rental Fees

<u>Monday to Friday:</u>	\$375 (members)
	\$525 (non-members)
<u>Saturday afternoon*, Sunday:</u>	\$650 (members)
	\$800 (non-members)
<u>Saturday evening:</u>	\$800 (members)
	\$1,000 (non-members)
<u>Saturday Extended Kiddush:</u>	\$500 (members)
(2 ½ hour maximum)	\$625 (non-members)

*Note:* Rates are for up to five hours (not including set-up and clean-up time) except as noted above for the Extended *Kiddush*. Additional hours will be billed at rate of \$100 per hour or for any part of an hour.

\*Saturday afternoon affairs must finish before 6:00 p.m.

## **Included in Banquet Room Rental:**

Tables, chairs, flatware, plates and custodian service are included in the above fees.

## **Not included:**

Napkins and linens are not included in the above fees.

## **Capacity:**

The banquet room has a capacity of approximately 140 (with a dance floor) with the lobby wall in place so that the center lobby can be used as a separate cocktail hour space. The banquet room can be opened up as one large space to include the center lobby area in order to accommodate groups of approximately 180 guests (with dance floor).

## **Servers:**

Only approved caterers are permitted in the Temple. It is mandatory that professional service staff be contracted to serve the food and clean the banquet room and kitchen. For extended *Kiddush* events and other small parties, the Temple custodian (Felix) and his wife are available for food service at \$100 per server **payable in advance.**