

# CONGREGATION SHALOM HOUSE RULES

Congregation Shalom is the spiritual home of the members of the Congregation, and they are encouraged to use its facilities. Reasonable rules and regulations have been adopted to assure fair and efficient handling of the use of our facilities and to give maximum service and accommodation to our members. These rules have been adopted and approved by the Board of Trustees.

## I. INTRODUCTION

**A. Who Can Use Shalom Facilities.** Congregation auxiliaries, Congregation and educational groups, members in good standing wishing to celebrate a life cycle event, non-profit philanthropic Jewish organizations and other non-profit organizations or persons approved by the Executive Committee will be eligible for use of the Congregation facilities.

**B. What is Available.** Congregation auxiliaries and Congregation social and educational groups will be provided utilities, janitorial supplies and normal labor during regular working hours without reimbursing the Congregation; but they will reimburse the Congregation for all other expenses incurred by the Congregation on their behalf, the total amount not to exceed that charged non-affiliated groups for similar services. Arrangements must be made with the Executive Director or Director of Synagogue Relations prior to any event for the payment of reimbursable expenses. Congregation auxiliaries and other Congregation groups may, with the prior approval of the Executive Director or Director of Synagogue Relations, use the kitchen facility without a kitchen supervisor present so long as a designated member of the auxiliary or group who is knowledgeable about the kitchen operation and responsible for the kitchen is present, and so long as the dishwasher, range and ovens (other than the microwave oven) will not be used.

**C. Sanctuary and Chapel.** The Sanctuary and Chapel will be available to members for Brit Milahs, baby namings, Bar/Bat Mitzvahs and funerals. No reimbursement fee to the Congregation is required for the use of the Congregation's facilities for these ceremonies. The sanctuary will also be available to qualified, non-profit, tax-exempt Jewish organizations approved by the Executive Committee after consultation with the Rabbis and Cantor.

**D. Making Requests.** Requests for use of the facilities are to be made with the Executive Director or the Director of Synagogue Relations, who will furnish the rules governing use and the necessary application forms and contract. The Congregation facilities will be available only to such organizations and for such uses as are determined by the Executive Committee in its sole and absolute discretion to be proper and appropriate. Congregation Shalom reserves the right at any time to reject any use of the Congregation's facilities for any reason.

**E. Calendar.** The Executive Director or Director of Synagogue Relations will maintain a calendar of all events and functions to be held at Shalom.

## II. GENERAL RULES

**A. Behavior at Events.** Proper decorum and a reasonable standard of behavior will be maintained in or near the building or its adjacent areas by all persons and organizations on the Shalom premises. Congregation staff will have access to any part or the entire facility at all times, and the Executive Director or Director of Synagogue Relations will have the authority to end an event for violation of these house rules.

**B. Abiding by Laws.** All laws and regulations, particularly those concerning safety and/or fire as established by the Village of Fox Point or other applicable governmental authority, will be strictly enforced at all times.

**C. Time Limits.** Time limit of all affairs held at Shalom will be 12:00 a.m., and the facilities must be vacated by the caterers as soon as reasonably practical.

**D. Smoking.** Smoking is not permitted at any time anywhere on the Shalom premises, except outside in the designated area on the northeast end of the building.

**E. Exit Doors.** All exit doors must be left clear, unobstructed, and closed.

**F. Publicity Materials.** All publicity materials to be used by groups or organizations not affiliated with Congregation Shalom, which include the name or address of Congregation Shalom, or which may in any way affect Congregation Shalom or its facilities, must be submitted to the Executive Director or Director of Synagogue Relations for clearance in advance of its release.

**G. Capacities of Facilities.** The Capacities for each of the Congregation's facilities are as follows:

**1. Klurfeld Hall:** The Congregation has thirty-five 60" round tables which seat 8 to 10 people. There are thirteen 72" rounds which seat 10 to 12 people. There are also three 48" rounds for use in the buffet or sweet table set up, and thirty 8 foot long tables for buffets. [The capacity for a seated luncheon or dinner is 325 with a dance floor and 400 without a dance floor.]

**2. Board Room:** The maximum number of guests for a seated meal is 30 and the maximum number of guests for a reception is 60.

**3. Morris and Naomi Pivar Foyer:** The maximum number of guests for a seated meal is 60 and the maximum number of guests for a reception is 200.

## III. PERSONNEL

**A. Security Guard.** All evening Bar/Bat Mitzvah parties in Klurfeld Hall with more than 100 invited guests or with more than 30 invited guests between the ages of 8 and 18 must have one security guard on site. If there are over 40 children, two security guards will be on site. All other social events which are not sponsored by a Congregation auxiliary or group with more than 30 invited guests between the ages of 8 and 18 must

have a security guard on site. The security guard from an agency approved by the Executive Director or Director of Synagogue Relations will be hired by the Congregation and at the expense of the member or organization using the Congregation's facilities. The billing for the security guard services will be sent directly to the member or organization by the Congregation and will be the sole responsibility of the member or organization.

#### **IV. PROPERTY AND DAMAGE**

**A. Responsibility.** The member or organization using the Congregation's facilities will be held responsible for any loss, breakage, damage or injury, including all incidental and consequential expenses incurred in connection therewith.

**B. Congregation Not Liable.** The Congregation assumes no liability or responsibility for damage to or loss of personal property brought onto the Congregation's premises, and all such personal property, including motor vehicles brought or left on the premises, will at all times be the responsibility of the owner and be there solely at the owner's risk.

**C. Loaning Property.** No Congregation property will be loaned or removed from the Congregation's premises, except the portable chuppah.

**D. Lights and Candles.** No lights or candles may be brought into the sanctuary or chapel, except with the permission of the Executive Director or Director of Synagogue Relations.

**E. Organs.** The sanctuary organ may be used only by the Congregation organist or a person duly approved by the Cantor or Rabbi.

**F. Video Equipment.** The Congregation has permanent video equipment in the sanctuary. Operation of this video equipment may be done only by professionals hired by the Congregation. The permanent video equipment is the only equipment that may be used in the sanctuary. Members may contract for videotaping through the Executive Director or Director of Synagogue Relations. Arrangements for videotaping should be made at least one month in advance. Please see the attached fee schedule for the cost which includes three hours of the professional's time for taping the ceremony, which includes set-up and processing and which must be paid prior to the event.

#### **V. DECORATIONS**

**A. Permission.** Permission to bring in special decorating materials and equipment for any function must be obtained from the Executive Director or Director of Synagogue Relations, and such materials must be removed immediately after the function.

**B. Candles.** Any and all decorations must be cleared with the Executive Director or Director of Synagogue Relations prior to being placed in the Congregation's facilities. Only dripless or metal tube type candles may be used and must be placed in the candelabra in such a way as to ensure no drippings on the floor and carpet. All candles used as centerpieces must be votive style or enclosed candles. No candles on children's tables without an adult seated at the table.

- C. Florist's Responsibilities.** No decorations may be used which require pasting, tacking, nailing or any other process which might damage or deface the building. The user must remove any decorations or displays immediately after the function. If it is necessary for the Congregation staff to clean up or remove decorations, the member or organization using the Congregation's facilities will be charged \$35 per hour per person for this service.
- D. Miscellaneous.** No popcorn machines, cotton candy machines, gum, glitter, confetti, confetti guns, or cannons provided by DJ's are allowed. No bubble machines permitted. Fog machines are allowed, but notice must be given to the Executive Director or the Director of Synagogue Relations. Chocolate fountains are permitted, with an attendant present at all times on the parquet floor and with plastic covering over the table.
- E. All items and activities happening in conjunction with the rental must be approved by the Executive Director or Director of Synagogue Relations of Congregation Shalom.**

## **VI. FLOWERS**

- A. Providing Flowers.** Congregation Shalom does not order fresh flowers for regular services. A member sponsoring an Oneg Shabbat or celebrating a Bar/Bat Mitzvah or wedding may provide fresh flowers at their own expense.
- B. Florist's Responsibilities.** Florists will be responsible to Congregation Shalom for any damage to or loss of Shalom property caused by them. They must also provide proof of insurance.

## **VII. FOOD**

- A. Serving Areas.** Food may be served only in designated areas.
- B. Prohibited Items.** Shellfish, pork and other biblically restricted foods designated by the Congregation are prohibited and may not be brought onto the Shalom premises. No deep fryers may be used.
- C. Liquor and Wine.**
1. Liquor and wine must be dispensed only in designated areas by a licensed bartender. No one under 21 may serve or consume alcohol under any circumstances.
  2. Wine may be served at all Bar/Bat Mitzvah celebrations. Liquor may only be served at evening Bar/Bat Mitzvah celebrations and only until dinner is served or 9:00 p.m., whichever comes first. No alcohol will be allowed outside the premises.
  3. No bottles of liquor or wine may be left on tables.

## VIII. FOOD STAFF AND CATERING

**A. Who Can Use Kitchen.** The kitchen facility will be available for food service by Congregation staff, authorized caterers and Congregation auxiliaries. Individual members and authorized caterers are not authorized to use the kitchen without the approval of the Executive Director or Director of Synagogue Relations and unless a kitchen supervisor designated by Congregation Shalom is in attendance at all times. Congregation auxiliaries and other Congregation groups may use the kitchen without a kitchen supervisor in accordance with paragraph I. (B) above.

**B. Approving a Caterer.** Caterers must be on an approved list maintained by the Executive Director or Director of Synagogue Relations. Caterers not on the approved list are encouraged to make application. Approvals remain in effect until the caterer requests that the approval be terminated, or unless revoked by the Congregation. When an application is submitted, a caterer must pay to Congregation Shalom a deposit in the amount of \$600. Of that amount, \$100 will be applied to the Congregation as a processing fee and the balance of \$500 will be kept on account (without interest to the caterer) for repair or replacement of damaged or lost kitchen equipment and utensils and excessive breakage of dishes or glassware.

After an event, the Congregation will notify the caterer of the amount of any such damage and loss, and draw from the caterer's deposit to reimburse the Congregation for the repair and replacement of such damage and loss. The caterer will have five (5) days to restore the deposit amount to \$500, and if necessary, pay to the Congregation any additional amounts required to fully reimburse the Congregation for the repair and replacement of all such damage and loss. If all payments are not promptly made by the caterer within five (5) days, the caterer's approval will automatically be revoked, the balance of the deposit forfeited, and if any balances are owing to the Congregation, collection procedures will be pursued.

If the caterer terminates his approval and does not reapply for the approval list for a period of twelve (12) consecutive months, the balance of the caterer's deposit will be returned to the caterer.

Caterers not on the approved list (as that is determined by the Executive Director or Director of Synagogue Relations) must be approved by the Executive Director or Director of Synagogue Relations and pay a single event deposit of \$750. Of that amount, \$100 will be retained by the Congregation as a processing fee, and the balance of \$650 kept on account for a damage/loss deposit as stated above. The single event deposit must be paid upon confirmation of approval. The Congregation will draw from the deposit as stated above and any balance not used by the Congregation will be returned to the caterer within fourteen (14) days after the event.

The Congregation reserves the right to reject the request of any caterer for any reason and to revoke the approval of any caterer at any time for failing to abide by the Congregation rules, as determined in the sole discretion of the Congregation.

**C. Caterer's Insurance.** All caterers must furnish current certificates of insurance with

their deposit, and thereafter at least thirty (30) days prior to any expiration or cancellation of the certificate or coverage with an endorsement naming Congregation Shalom as an additional insured, and requiring at least thirty (30) days prior notice to the Congregation if the policy is canceled will be kept on file in the Congregation. Required coverage includes comprehensive general liability, workmen's compensation and all other coverage from time to time required by the Congregation. Caterers must also furnish a current catering license issued by the state of Wisconsin, or other comparable licensure issued by another state, unless waived by the Executive Committee.

**D. Caterer's Responsibilities.** Caterers will be responsible to Congregation Shalom for any damage or loss to Shalom property.

**E. Table and Seating Diagram.** Caterers must provide a table and seating diagram, and make all necessary arrangements with the Executive Director or Director of Synagogue Relations at least three (3) days prior to a function.

**F. Caterer Cleans Kitchen.** Caterers are required to clean the kitchen immediately following the function and leave it in the same condition in which it was found. This includes cleaning all pots, pans and utensils, stoves, urns, refrigerators, sinks, countertops, loading platforms, scrubbing floors, etc. The caterer will follow a check in/check out procedure with the kitchen supervisor.

**G. Caterer Disposes of Garbage.** Caterers are required to dispose of all trash and garbage. Garbage disposals are available in the kitchen and a dumpster for trash is located outside the kitchen. Caterers are required to clear the tables and properly clean all dishes, glasses and flatware. All recycling rules adopted by the Congregation will be provided to caterers and must be strictly followed. Caterers are required to break down all cardboard boxes and properly dispose them.

**H. Congregational Liability.** The Congregation is not responsible for cleaning any dishes, glasses or equipment, nor for any damage or loss to any dishes, glasses or equipment.

**I. Coffee.** Caterers must provide their own coffee which may be prepared in the coffee urns under the supervision of the kitchen supervisor. Caterers must provide their own sugar, sugar substitute and creamer.

**J. Deliveries.** The time for delivering equipment and supplies must be cleared with the Executive Director or Director of Synagogue Relations. There are no deliveries after 2:00 p.m. on Friday.

**K. Caterer Cooking.** Caterers are permitted to use the kitchen for cooking under the following conditions:

- 1. Luncheons.** The kitchen is available for cooking for luncheons from 8:00 a.m. on the day of the luncheon. The caterer is expected to vacate the kitchen by 2:30 p.m. unless special arrangements have been made with the Executive Director or Director of Synagogue Relations.

**2. Dinners.** The kitchen is available for cooking of dinners from 2:30 p.m. on the day of the dinner. The caterer is expected to vacate the kitchen in a reasonably practical time for an event taking place in the evening.

**3. Kitchen Supervisor.** A kitchen supervisor designated by Congregation Shalom must be in attendance at all times. The supervisor will assist and check out supplies, but will not cook, clean, or act as wait staff for the caterer.

**4. Checkout Procedure.** The time limit at all affairs held at Shalom will be 12:00 a.m., and the facility must be vacated by the caterers in a reasonably practical time. A check out procedure will be followed by the caterer and the kitchen supervisor when the caterer is ready to leave. If the supervisor determines that additional cleaning is necessary, the Congregation will complete the cleaning at a charge to the caterer of \$35 per hour per person.

**L. Refrigerators.** Refrigerators may be used for storing food no more than forty-eight (48) hours in advance of a function, and removed immediately after the function. Anything left will be disposed of by the Congregation.

**M. Tables and Chairs.** The Congregation staff will set-up tables and chairs.

**N. Kitchen Supervisor's Responsibilities.** The kitchen supervisor will issue dishes, etc., will check them back in upon completion of their use, and will direct the staff to return them to their proper storage areas.

**O. Outside Equipment.** All equipment not belonging to the Congregation, including dishes, utensils and other containers and all surplus food or liquids, must be removed from the Congregation immediately following the function.

## **IX. COORDINATORS**

**A. Coordinator Responsibilities.** All plans for any event must be submitted in writing to the Executive Director or Director of Synagogue Relations for approval at least six weeks in advance of the event. If event plans require changes in the set up and take down above and beyond Congregation Shalom House Rules Section, the synagogue will require a refundable \$500 deposit. This deposit will be refunded within five (5) working days.

**B. Availability of temple facilities.** Work may only be performed during normal temple hours or at the discretion of the Executive Director or Director of Synagogue Relations.

**C. Additional Staff.** Any additional staff that is required based on review of the event plans will be billed to the Coordinator at \$25.00 per hour.

## **X. FEES FOR USE WITH KITCHEN**

**A. Oneg Shabbat on Friday Night.** Oneg Shabbat is a term that is applied to

gatherings and special pleasures to be enjoyed in honor of, and in connection with Shabbat. In this spirit, our members are offered the privilege of sharing the happiness of their life cycle events with the Congregation and sponsorship is therefore encouraged. While private parties are entirely personal, the Oneg Shabbat on Friday night is a congregational celebration. In keeping with the occasion, the following procedures have been adopted:

**1. Sponsorship.** Sponsorship must be arranged in advance with the Executive Director or Director of Synagogue Relations.

**2. Oneg.** For the fee indicated on a separate fee list and paid at least seven (7) days before Oneg, the Congregation will provide: (1) a kitchen manager; (2) several round tables set up according to the usual fixed pattern; (3) table cloths; (4) plain paper napkins; (5) coffee, decaffeinated coffee, tea, sugar, artificial sweetener, and creamer; (6) punch; (7) serving pieces; (8) bakery and other usual foods served. The sponsor can provide all additional foods, bakery, serving pieces and serving help at their expense.

**B. Stand-up Kiddush on Saturday.** There will be a stand-up Kiddush following Shabbat services on Saturday morning to which the entire Congregation is invited from the Bema. The Kiddush may also be sponsored to celebrate other life cycle events provided there is no Bar/Bat Mitzvah that morning. Please see the attached fee schedule for the cost of sponsoring the Kiddush. Additional contributions to the Saturday Kiddush Fund will be gratefully accepted.

The Congregation will provide the wine, juice, cups, challah, napkins, set-up and clean-up.

**C. Fees.** The fee for seated meals, seated buffets, stand-up buffets, teas, coffees, receptions or dances, when the kitchen will be used is determined by the location as follows on the attached Fee Schedule.

**1. Payment:** The fee must be paid in full at least three (3) days prior to event, unless previous arrangements have been made with the Executive Director or Director of Synagogue Relations. If additional fees occur, they will be billed after the event and bills are payable upon receipt.

**2. Included in the Fee.** The per person fee is charged to compensate the Congregation for the expenses the congregation incurs in providing the following:

- a. Removal of table and chairs from storage areas and erecting them in the room to be used;
- b. Cleaning of tables (after being cleared) and chairs from storage areas and erecting them in the room to be used;
- c. Dust mopping, cleaning, waxing and buffing interior hard surface floors after use;
- d. Cleaning bride's room and adjoining bathroom, vacuuming and removing trash;

- e. Vacuuming carpets after use and picking up trash in the foyer and restrooms;
- f. Use of Shalom flatware;
- g. Use of Shalom dishes and serving pieces;
- h. Use of Shalom glasses;
- i. Cleaning, polishing, and proper storage of all silver;
- j. Cleaning men's and women's restrooms, including mopping tile floors, cleaning mirrors, lavatories, restocking paper towels, toilet paper and soap dispensers;
- k. Use of cooling equipment in summer and heating equipment in winter;
- l. Upkeep of electrical ceiling light fixtures in rooms being used as well as entrances, lobby and restrooms;
- m. Upkeep of all exterior light fixtures, including parking lot lights for evening events;
- n. Upkeep of all tables;
- o. Utilities for all rooms used, including electricity for lights, fans, appliances, and air conditioning, natural gas for heating equipment, water for general needs, and telephone service;
- p. Replacement of ordinary breakage of china, flatware, and glassware;
- q. Opening and closing of the building and activating and deactivating security system;
- r. Custodial and supervisory labor needed to carry out the above functions;
- s. Labor needed to organize and schedule these functions, meet and consult with families using the Congregation's facilities, and produce the paperwork to coordinate the various functions of the Congregation staff;
- t. Use of the following items:

- 1) Tables and chairs
- 2) Pots, pans, kitchen utensils and bowls;
- 3) Trash cans and dumpsters;
- 4) Roll carts;
- 5) Garbage dumpster.

## **XI. WEDDINGS**

**A. Chuppahs.** Shalom has two Chuppahs available. One is a walnut wood post Chuppah with a choice of the following coverings: gold velvet, white satin, or plain lattice which can be covered by greens or flowers. This chuppah may not leave the building. The other chuppah is a hand-held chuppah composed of four brass posts and a blue velvet cover. This Chuppah may be used out of the building by a Shalom member.

**B. Garden and Grounds.** The garden and grounds are available for the ceremony, the reception or a receiving line. Specific arrangements for this usage must be made in advance with the congregation office. The celebrant will be responsible for all landscaping and other costs of restoring the garden and grounds to the condition prior to the event. No bands or DJ's are allowed on the Garden and/or Grounds for any event held outdoors at Congregation Shalom.

**C. Rehearsal.** Arrangements for a rehearsal must be made in advance with the Executive Director or Director of Synagogue Relations. The Rabbi does not attend the

rehearsal. It is advisable to have someone with experience in planning weddings in attendance at the rehearsal. Often, a coordinator or a florist can provide this service. Rehearsals are typically scheduled for a weekend wedding on the Friday preceding at 12:00 or 1:00 p.m.

**D. Musicians.** Shalom does not provide musicians for weddings. The celebrant must make these arrangements separately.

## **XII. MEETING ROOM**

**A. Who Can Use.** Any member or any non-profit philanthropic Jewish organization, or any other non-profit organization or persons approved by the Executive Committee may be eligible with the prior approval of the Executive Director or Director of Synagogue Relations, to use a designated meeting room at a time when the Congregation facility is otherwise open. Please see attached fee schedule for the cost of using a meeting room.

**B. Food.** No food, coffee or other beverages will be allowed at the meeting without the prior approval of the Executive Director or Director of Synagogue Relations. Arrangements can also be made with the Executive Director or Director of Synagogue Relations for the Congregation to provide coffee at a reasonable charge.

## **XIII. YOUTH GROUPS**

**A. Use by Non-Affiliated Jewish Youth Groups.** Non-affiliated Jewish youth groups may use the Congregation facilities for religious, educational or cultural events.

**B. Rules and Regulations.** All house rules shall be observed by non-affiliated Jewish youth groups, in addition to the following special regulations. In any case of conflict between rules, the special regulations shall take precedence.

**1. Rules Governing Temple Youth Group.** Non-affiliated youth groups will conform to the house rules governing the Temple Youth Group.

**2. Application for Use.** Application for use must be made in person at Shalom by the group's president, together with an individual Congregation member who is a parent or a member of the group or group supervisor.

**3. Chaperons.** One chaperon is required for each twenty-five (25) persons who will be attending the activity, but there will never be fewer than two chaperons in attendance.

**4. Attendance of Chaperons.** All chaperons must be in attendance during the entire length of the activity.

**5. Alcoholic Beverages.** No alcoholic beverages may be consumed by anyone at any youth activity. This includes the chaperons, any visiting adults, and any youth attending the function.

These rules were initially adopted by the Board of Trustees on April 21, 1994. Amendments

which do not change the rules in any material or substantive way may be made by the Executive Committee without notice for the purpose of protecting the Congregation's facilities or benefiting its membership.

1/7/09

## VENDOR LIST

1/6/09

### **CATERERS**

Steve and Ora Amzel  
AMZEL CATERING  
9034 N. 70<sup>th</sup> St. Milw, 53223  
(414) 365-3535 (414) 331-3030 cell

Sharon Siegel Langer, Chef/Owner  
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### **COORDINATORS**

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PARTIES UNLIMITED  
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Shelly Kretchmar  
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party planning, invitations and more  
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## **FLORISTS**

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A FLORAL AFFAIR  
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Sandy  
A NEW LEAF FLORAL INNOVATIONS  
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## **ENTERTAINMENT**

Rick Aaron – Flute  
(414) 352-7364

A-Z ENTERTAINMENT  
600 Northgate Parkway, Suite #L  
Wheeling, IL 60090  
(847) 537-5100

Jeff Bizar  
BIZAR ENTERTAINMENT  
151 S. Pfingsten Suite S  
Deerfield, IL 60015  
(847) 564-1269  
jeff@bizaronline.com  
www.bizaronline.com

BILL FELDMAN – TRIO  
(414) 881-1264

BOB FILLER ORCHESTRA  
618 Hyacinth Place  
Highland Park, IL 60035  
(847) 681-2822

Geoffrey Sandler  
CELEBRATIONS ENTERTAINMENT  
630 Struck St.  
Madison, WI 53711  
(608) 233-5822  
www.celebrationsentertainment.com

Denis Kavemeier – Spanish guitar  
SOLO/DENIS K GROUP/TRIO/QUARTET  
(414) 858-9881 or denisk@wi.rr.com

ENERGY PRODUCTIONS  
622 Anthony Trail  
Northbrook, IL 60062  
(847) 581-1031

GOOD TIMES DJ  
6100 S. Howell  
Milwaukee, WI 53207  
(414) 856-9400

Frankie & Jazmine  
HYPE PRODUCTIONS  
2280 199<sup>th</sup> Street  
Lynwood, IL 60411  
(708) 895-1400

Carey Smolensky & Suzanne  
MOBILE MUSIC / STORM ENTERTAINMENT  
593 N. Wolf Road  
Wheeling, IL 60090  
(847) 808-1500  
(847) 808-1551 Fax

Brian Wenzel  
MUSIC ON THE MOVE  
(414) 645-8890

Todd / Colleen Palmer  
MUZIC IN MOTION  
N15 W22180 Watertown Rd., Studio 12  
Waukesha, WI 53186  
(262) 797-8880

Debbie Kassoris  
PAVANNE BAND  
(262) 785-6736

Theresa  
REVELATIONS DJ  
3740 Pebble Beach Rd.  
Northbrook, IL 60062  
(847) 564-9944

Justin Jacobson  
TOTAL ENTERTAINMENT  
(847) 890-5400

Barry Velleman – piano  
(414) 257-3419

## **LINEN & OTHER RENTALS**

Amy or Tera  
BBJ LINEN  
9082 Deerbrook Trail  
Brown Deer WI 53223  
(414) 355-9010

Ken Hudak  
CANOPIES  
7234 N. 60<sup>th</sup> St.  
Milwaukee, WI 53233  
(414) 760-0770

KARL'S PARTY RENTAL  
7000 S. 10<sup>th</sup> Street  
Oak Creek, WI 53154  
(414) 831-7080

## **MISC SERVICES**

Graphic & Web Design Services  
Sarah B. Williamson  
BACK 2 DESIGN  
swilliamson@back2design.com  
(414) 839-0903

Brigette Duval  
BRIGETTE'S BARGAIN BALLOONS  
2333 N. 55<sup>th</sup> Street  
Milwaukee, WI 53210  
(414) 447-8900

Gloria Bristol  
BRISTOL ADVERTISING  
6150 W. Donges Bay Road  
Mequon, WI 53092  
(262) 512-0400

Sprocket's  
A-1 CLOWN SERVICE  
(414) 744-8587

CANDLEWOOD (Brand New Hotel)  
4443 W. Schroeder Drive  
Brown Deer, WI 53223  
(414) 355-3939

CARICATURES & COMEDY  
BY BILL BEGOS  
(414) 475-9400  
billbegos@earthlink.net

CARICATURES BY REYNALDO  
(414) 389-0344

Chris Paler  
CHRIS PALER ART  
COMPANY/FRAMING  
12553 N. Jonquil Court  
Mequon, WI 53092  
(262) 242-0850

DIPS & DRIZZLES  
Confections – Chocolate covered treats  
Karrie Adix (414) 899-8949  
Karrie@DipsandDrizzles.com  
Sandi Mehre (262) 894-1818  
Sandi@DipsandDrizzles.com

ELLIOT'S PARTY LAND  
11065 N. Port Washington Road  
Mequon, WI 53092  
(262) 241-4905

FACTORY CARD OUTLET  
9190 N. Green Bay Road  
Milwaukee, WI  
(414) 355-3110

Wendie Loiben  
FOR YOUR SWEET TOOTH  
(262) 238-1567  
info@foryoursweettooth.com  
www.foryoursweettooth.com

Jenny Pietila  
FOUR POINTS SHERATON  
8900 N. Kildeer Court  
Brown Deer, WI 53209  
(414) 355-8105

HOLIDAY INN EXPRESS (Brown Deer)  
4483 W. Schroeder Drive  
Brown Deer, WI 53223  
(414) 355-1300

Alan & Diana Turner  
INVITATIONS AND MORE  
(414) 352-6625

Keith McElroy – Magician  
7929 N. 64<sup>th</sup> St.  
Milwaukee, WI 53223  
(414) 371-0785  
(414) 803-3515 Cell

RADISSON NORTHSORE  
7065 N. Port Washington Road  
Milwaukee, WI 53217  
(414) 351-6960

SARANO PROMOTIONS  
500 W. Brown Deer Rd., Suite 104  
Milwaukee, WI 53217  
(414) 352-0300  
(414) 352-0301 Fax  
wendy@saranopromo.com  
www.saranopromo.com

Bunny Cohen, Judy Nelson, Joan Lozoff  
TRADITIONS  
Congregation Shalom Gift Shop  
7630 N. Santa Monica Blvd.  
Fox Point, WI 53217  
414-352-9288

ULTIMATE CONFECTIONS  
820 N. 68<sup>th</sup> St.  
Milwaukee, WI 53213  
(414) 778-0636  
www.chocolatesonline.com



## Noise Policy

The undersigned Band/Disk Jockey (the "Performer") acknowledges receipt of the Congregation Shalom House Rules and agrees that it, and its members, if any, will be bound by the terms and conditions set forth therein and further understands and agrees to comply with the Congregation Shalom Noise Control Policy and agrees:

- I. To only perform in the Klurfeld Reception Hall at a place furthest from exterior walls and doors.
- II. To keep all exterior doors closed at all times.
- III. To perform at a level that is deemed appropriate and reasonable by the Congregation Shalom Executive Director.
- IV. To cease performing at the time indicated in the Congregation Shalom House Rules (midnight).

The Performer further acknowledges that Congregation Shalom reserves the right in the sole discretion of its Executive Director, Marc Cohen or a designee authorized by the Executive Director, to end any event where the participants are in violation of Congregation Shalom House Rules and/or the Noise Control Policy.

\_\_\_\_\_  
BAND/DJ Representative Signed this \_\_\_ day of \_\_\_\_\_, 200\_\_

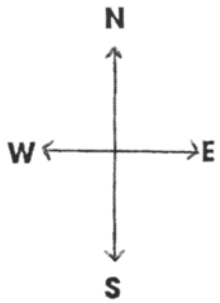
\_\_\_\_\_  
Event Sponsor Signed this \_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Congregation Shalom  
Executive Director Signed this \_\_\_ day of \_\_\_\_\_, 200\_\_

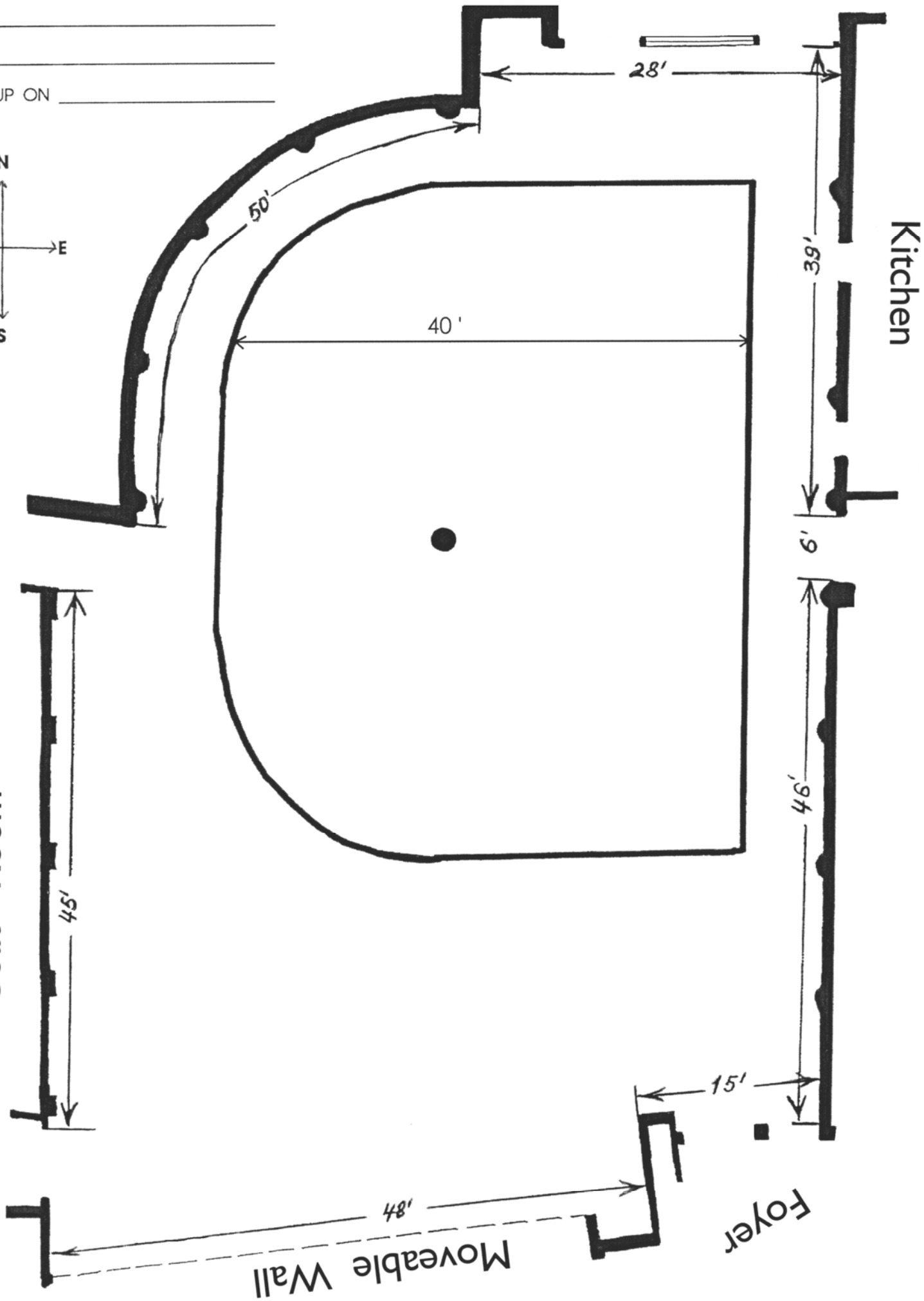
EVENT \_\_\_\_\_

DATE \_\_\_\_\_

SET UP ON \_\_\_\_\_



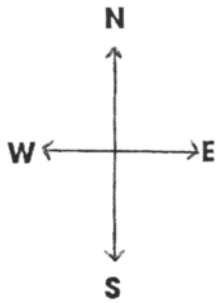
Coat - Room



EVENT \_\_\_\_\_

DATE \_\_\_\_\_

SET UP ON \_\_\_\_\_



Coat - Room

