FEE SCHEDULE
FOR CBHT FACILITY USE
7/1/15

	COMMENTS	TEMPLE[6] GROUPS	CO-SPONSORED[6] GROUPS	CBHT MEMBERS	JEWISH NOT FOR PROFITS	501(c)3 AND OTHER NOT FOR PROFITS	OTHER GROUPS & NON-MEMBERS
MEETING PACKAGES[1]							
Conference room, max 12 people	Brown bag lunches Self set-up,Self clean-up	$0	$0	N/A	$0	$10/hour	N/A
Dave Hall, max 225 people	Kitchen closed	$0	$0	N/A	$0	$25/hour	$35/hour
Gallery, max 75 people	Self set-up, clean-up No food, covered drinks	$0	$0	N/A	N/A	N/A	N/A
Amphitheater, max 75 people	Amph: Water only, no glass						
RECEPTIONS [2, 4, 5]							
Foyer, min 3 hours, max 35 people, 1 to 2 food tables, (small receptions)	No seated meals No hot beverages	$0	$0	$50/hour	$50/hour	$100/hour	$125/hour
Gallery, min 3 hours, max 75 people (larger receptions)	No seated meals	$0	$0	$75/hour	$75/hour	$100/hour	$150/hour
SEATED MEALS [2, 3, 4, 5]							
Dave Hall/Kitchen for reception, luncheon, or dining event (baby namings, B'Nai Mitzvah,) weddings), min 3 hours, max 225 people	May be catered or self-catered No charge for funeral reception	0	0	$50/hour plus $10 plus extras per table	$50/hour plus $10 plus extras per table	$50/hour plus $20/table	$50/hour plus $30/table
Add Gallery Add Foyer	Buffet tables only No seated meals	$0	$0	Add $150 Add $75	Add $150 Add $75	Add $200 Add $100	Add $300 Add $150
Add Amphitheater	No food, covered drinks Water only, no glass	$0	$0	Add $150	Add $150	N/A	N/A
KITCHEN ONLY							
Prior to day of event, between 8am and noon	Fac. Man. Approval Member must be present.	$0	N/A	$0	N/A	N/A	N/A
	No caterers						
SANCTUARY (Life Cycle Events only)	No food or drink	$0	$0	$0	N/A	N/A	$100
OTHER CHARGES							
Self-serve hot beverage service (coffee, tea)	No charge for B'Nai Mitzvah	$0	$0	$4/table, min $3	$4/table, min $3	$4/table, min $30	$4/table, min $30
Uplighting		$0	$0	$50	$50	$100	$100
Sanctuary food/drink infraction:$100 + cleaning		$100+	$100+	$100+	$100+	$100+	$100+
Workers' Compensation charge	Required if caterer does not have it, and brings a crew	$0	$0	$50	$50	$50	$50
NOTES							

1. A CBHT member must be present. For meetings after 5 pm, the member will pick up the key from the office before 5 pm.
2. Hours charged include the time starting with arrival/set-up, and ending with take-down/departure.
3. Table charges will depend on the scope of extra tasks required by CBHT staff. (See "Table Carges" in a separate document.)
4. A refundable security deposit will be charged for these rentals.
5. If alcohol is served, proof of alcohol liability insurance is required.
6. Staffing charges may be required.

TABLE CHARGES JULY 1, 2015

This sliding scale allows the host to choose the level of service they want, and to control expenses.

The minimum fee includes:

- Arranging tables as requested.
- Preparing dishes and flatware.
- Setting tables with knife, fork, napkin, glass, water pitcher.
- Preparing buffet tables with necessary accessory items.
- Cleaning dishes and flatware, and put them away.
- Replacing tables in normal configuration.
- Building Manager's presence throughout the event.
- *There is no charge for the Building Manager's presence during a service, unless he is supervising a caterer.

Host or caterer is expected to:

- Have food ready to place on buffet, or set up food on the buffet.
- Replenish buffet as needed.
- Provide attendant if there is a wine/beer table
- Clear tables or ask guests to clear their own plates.
- Repackage and remove leftover food.

Extra fees will be charged to:

- Change tablecloths: Add $2 per table.
- Clear tables: Add $2 per table.
- Provide hot beverage service: Add $4 per table (min $30).
- Remove beverage tables or replenish buffet : Add $30.
- Other non-routine tasks will be charged at the discretion of the Event Liaison, based on estimated labor time required.