



Room Rentals

We are pleased to arrange room rentals for both members and non-members. We look forward to working with you to plan your simcha, event, or meeting.

Please note that room rentals are subject to availability. A space rental package includes:

- Security staff during your event
- Custodial staff on site before, during, and after the event
- Use of temple furniture and equipment including:
 - Up to 250 chairs
 - Tables (twenty-two 60 inch round, fourteen 72 inch round, twenty 8 foot long, twelve 6 foot long, four high top cocktail)
 - Optional dance floor
 - Kitchen with refrigerator, freezer, ice maker, and oven (no functional stove on premises)

***Please note that we do not provide any linens, paper goods, condiments, coffee, etc.**

Event Spaces

Event Space	Capacity
Davis Auditorium	140 seated, 110 seated with dance floor, 295 standing
Raisler Room	110 seated, 80 seated with dance floor, 150 standing
Classrooms	Ranges from 5-60
Sanctuary (Includes Upper Balcony)	686
Chapel	70
Rare Book Library	16

Event Fees

Event/Lifecycle Type	Member Rate	Non-Member Rate	Nonprofit Rate
Meeting (Hourly rate)	\$180	\$650	\$360
Private Party (Up to 2 hours)	\$1,300 for up to two hours (\$600 for every hour thereafter)	\$2,300 for up to two hours (\$1,000 for every hour thereafter)	N/A
Baby Naming Ceremony Onsite during Shabbat Services or Offsite (Ceremony plus clergy meeting)	All travel expenses and accomodations	\$360 (\$180 for non-member nursery school families) plus all travel expenses and accomodations	N/A
Baby Naming or Bris Reception (Up to 2 hours)	\$1,300 for up to two hours (\$600 for every hour thereafter)	\$2,300 for up to two hours (\$1,000 for every hour thereafter) \$2,150 for non-member nursery school families	N/A
B'nei Mitzvah Luncheon (Up to 2 hours)	\$1,300 for up to two hours (\$600 for every hour thereafter)	N/A	N/A
B'nei Mitzvah Evening Party (Up to four hours)	\$5,000 (\$1,000 for every hour thereafter)	\$8,000 (\$1,000 for every hour thereafter)	N/A
Wedding Ceremony Onsite or Offsite, plus clergy meetings	All travel expenses and accomodations	N/A	N/A
Wedding Reception Onsite (Approx. 4 hours)	\$5,000 (\$1,000 for every hour thereafter)	\$8,000 (\$1,000 for every hour thereafter)	N/A

- * The above fees include a non-refundable administrative fee of \$150.
- * If your event exceeds the allotted scheduled time, please note that a fee of \$500 will be charged.
- * There is an additional \$250 fee per space for use of AV equipment, which can include any special lighting, smartboards, laptops or projector.
- * Temple Shaaray Tefila's building has a side door and elevator that are handicap accessible.
- * Space rentals for lifecycle events may occur on Shabbat (the Jewish Sabbath that begins Friday evening and ends Saturday evening), however, Shaaray Tefila does not allow meetings on Shabbat.
- * Non-members can rent our space for an evening celebration (wedding reception, B'nei Mitzvah party, etc.) for **\$8,000** (up to four hours, and \$1,000 for every hour thereafter).
- * Sanctuary rentals must be pre-approved by Shaaray Tefila clergy.
- * With the exception of a bris, all lifecycle events on premises must be officiated by Shaaray Tefila clergy, unless express permission is granted due to unusual circumstances.

Following your initial conversation with a member of our professional staff, please complete and submit the room rental agreement to secure your space. In the absence of a signed agreement, Temple Shaaray Tefila reserves the right to release the space. A deposit of 50% of the total rental fee is required to hold the space. The deposit is refundable for up to 90 days before the date of your event, with the exception of the non-refundable \$150 administrative fee. This deposit may be paid by cash, check (payable to Temple Shaaray Tefila), or credit card (3% administrative fee applies). Please note that the balance of the rental fee must be paid in full 90 days prior to the event date.

If you are a member and would like to hold a lifecycle event but have financial hardship, please contact our Executive Director.

Nonprofit organizations with missions that are aligned with the values and goals of Shaaray Tefila may rent our space for meetings and other events in accordance with the nonprofit rate listed above.

Prior To Your Event

Shaaray Tefila must receive:

- Signed contract and payment in full at least 90 days before the event date.
- All information from vendors (Certificate of Insurance (COI), proof of Workers' Comp, details on deliveries, etc.).

- Members must be in good standing and current with all temple fees before reserving a space. Having an open balance may delay preparing a rental agreement.

Catering

- Temple Shaaray Tefila does not use an exclusive caterer, but we do have a [list of approved vendors](#) who are familiar with our spaces.
- All catering must be pre-approved by Shaaray Tefila. **We require a properly filled out Certificate of Insurance of \$1 million from all vendors.**
- We are a Kosher-style facility, and your event must be exclusively meat or dairy. We do not allow any pork or shellfish products.
- Temple Shaaray Tefila strives to be a **nut-sensitive community**. The Temple makes every effort to order and serve foods without nuts as an ingredient, including peanuts and tree nuts. In addition, the Temple asks all congregants and guests not to bring food with nuts into the building. Please note that the Temple cannot guarantee that all machinery used to produce foods served at the Temple will be nut-free. Anyone affected by a nut or nut-related allergy should take personal responsibility for their safety.
- **We require all caterers to bring their own staff members to set the tables, prepare and serve the food, as well as clean and clear all of the tables.** The rented space must be left in the same condition in which it was found. Shaaray Tefila staff members will set up the room with tables and chairs to your specifications, but will not act as servers or busboys during the event.
- We allow wine and beer to be brought in by the caterer if they have a liquor license. A bartender must be present. Absolutely no underage drinking is permitted.
- We do not allow any open flames (candles, crepe makers, omelette stations, etc.). Sternos may be used.

Photography, Decor and Deliveries

- **We require a properly filled out Certificate of Insurance of \$1 million from all vendors (florists, photographers, etc.)**
- We do not allow any photography or videography on Shabbat. Alternative arrangements for B'nei Mitzvah photo shoots must be arranged in advance with [Rachel Kaplan](#).
- Photographers may arrange in advance to take photographs in the sanctuary on weekdays, provided, however, that they do not tamper with bimah equipment such as microphones.
- We do not accept any vendor deliveries (linens, flowers, etc.) on Shabbat. All deliveries must arrive before 5:00pm on Friday.

- We do not allow any flowers on the bimah.
- No balloons over four feet high are allowed for decor. We also do not allow any wall decor, or anything deemed inappropriate.
- We are a non-smoking facility.

Oneg (Reception Following Friday Evening Services)

We are delighted to be with you in every sacred moment of your life, and to celebrate simchas together. We invite you to celebrate your simcha with us and the Shaaray Tefila community by sponsoring an oneg reception immediately following services. In Hebrew, oneg means “joy,” and we hope that we can celebrate your joy with you. In honor of your simcha, we also invite you to contribute \$360 to the oneg fund, which helps sponsor the reception that evening.

To sponsor a regularly scheduled Shaaray Tefila oneg in someone’s honor, please visit our website. As a sponsor, you will receive recognition during the Erev Shabbat service.

Contact Information

Amy Schwach, Executive Director

212-535-8008

aschwach@tstnyc.org

Lori Tompkins, Director of Operations and Member Services

212-535-8008

ltompkins@tstnyc.org

Rachel Kaplan, Member Experience, Events, and B’nei Mitzvah Program Manager

212-328-9405

rkaplan@tstnyc.org

Cind Senensieb, Executive Assistant to the Clergy

212-535-8008

cstensieb@tstnyc.org