

FAQ's

Frequently Asked Questions for Your Special Event at Temple Judea

Q: WHAT IS NEEDED TO SECURE MY DATE AND RESERVE MY SPACE AT TEMPLE JUDEA?

A: Book the venue through the temple. Members should ask for Stacy Rutstein and Non-Members should ask for Laurie Rubin at (818) 758-3800. A signed contract and deposit payment ensure the room(s) are held for you. The temple's contract covers maintenance, facilities, set up and clean-up, use of tables and chairs. There is a separate contract with the caterer.

Q: WHO IS THE CATERER AT TEMPLE JUDEA?

A: Scott Roeb Catering & Events is the exclusive caterer at Temple Judea. With Scott Roeb Catering, you have choices! Menus start at \$45 per adult and go up. There is something for everyone who wants a reception at Temple Judea. They will ensure your event surpasses your expectations. Tastings are available upon request once a contract has been signed.

Q: WHAT ARE MY OPTIONS FOR A RECEPTION AT TEMPLE JUDEA?

A: Reception options include afternoon luncheons and evening dinners. Mid-afternoon and early evening cocktail affairs are also available.

Q: WHEN ARE PAYMENTS DUE?

A: For Temple Judea, it is due thirty days (30) prior to your event and for Scott Roeb Catering, ten (10) business days prior to your event. A non-refundable deposit in the amount of \$1000.00 and a signed agreement will secure Scott Roeb Catering services for you.

Q: IS THE TEMPLE DEPOSIT REFUNDABLE? WHAT IF I NEED TO CANCEL?

A: Depending on when you have to cancel, all or a portion may be. Please see the temple contract for details.

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Q: HOW MANY HOURS WILL I HAVE FOR MY EVENT?

A: For an evening reception, you will have the space(s) for five (5) hours for your reception. Typically, one (1) hour for cocktails and four (4) hours for the main party. If the event goes beyond 11:30pm, there is an overtime fee of \$500 per hour or part thereof for the catering staff.

Daytime receptions are four (4) hours, typically one (1) hour for cocktails and three (3) hours for the main party.

Note: All parties at Temple Judea MUST END by 1am, per the Conditional Use Permit on file with the City of Los Angeles.

Q: ARE THERE ANY OTHER FEES?

A: No. All fees are agreed upon before the event. Overtime fees are the only costs that will be billed after the event.

Q: WHAT SPACES CAN WE USE AT TEMPLE JUDEA?

A: Most people choose the Social Hall for their reception. This includes the Solael and the Judea rooms, which can be used separately or together. For an additional fee, you may also utilize other areas on campus, provided they are available. The Courtyard, the Chapel, and the Upper Courtyard are popular options, each of which can be rented as well.

Q: WHAT IS THE TEMPLE'S KOSHER POLICY? CAN I HAVE A KOSHER EVENT?

A: The temple's kitchen is "kosher style," meaning we do not allow any pork or shellfish products at the temple at any time. Kosher catering is available at an additional cost. Please inquire with Scott Roeb Catering for more information. You may bring in a Glatt style kosher caterer, who will work "under" the direction of Scott Roeb Catering. If you decide to bring in a Glatt kosher caterer, they must be certified and insured. All beverages, alcoholic and non-alcoholic are provided only by Scott Roeb Catering. Please speak with Scott Roeb Catering about beverages options.

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Q: HOW MUCH SECURITY IS PROVIDED?

A: Most parties have two (2) security guards. For larger parties, or those with a larger percentage of children (under 18), you are required to hire additional security. See the facility rental contract for details.

Q: WHAT IS THE ADMINISTRATION FEE AND SALES TAX?

A: It is simply the fee for all operational expenses and insurances associated with a catered event and is not considered a gratuity. Sales tax at the current rate will be applied to all applicable items, including food, beverages, labor and administration charges.

Q: HOW DO I HANDLE GRATUITIES FOR THE STAFF?

A: If you decide to leave a gratuity for the staff, it is never expected but always appreciated. It can be added to the final invoice (it is a taxable item) or it can be handled in cash.

Q: WHEN IS THE FINAL GUEST COUNT FOR YOUR EVENT NEEDED?

A: Final guest count numbers are due fourteen (14) days prior to your event.

A: DO YOU PROVIDE VEGETARIAN, VEGAN AND SPECIAL DIETARY ITEMS?

Q: Yes. When we meet, we discuss all dietary needs and allergies and will suggest menu options that will be suitable for you and your guests.

A: DO YOU PROVIDE A BEVERAGE SERVICE FOR EVENTS?

Q: Yes, however we do not have a license to sell alcohol on site, but we do maintain the necessary liability insurance to serve your guests. Members have the option of using Scott Roeb Catering for all their alcoholic and non-alcoholic beverages or they can bring them in for their event. Non-Members must use Scott Roeb Catering for all their alcoholic and non-alcoholic beverages. There are no "self-serve" bars allowed at any event at the temple.

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Q: WHAT ADDITIONAL LABOR FEES ARE ADDED TO THE INVOICE?

A: Labor is a standard charge, calculated as a percentage of your food and beverage bill. Additional labor fees are for bartenders (\$40/hour; 8 hours minimum) and the event captain (\$35/hour; 8 hours minimum). Labor is taxable in the state of California.

Q: DO YOU CHARGE CORKAGE OR CAKE CUTTING FEES?

A: No. We offer these as complimentary services.

Q: DOES TEMPLE JUDEA HAVE A BRIDAL/CHANGING ROOM?

A: Yes. It is located on the second floor and available for use per your request.

Q: DOES TEMPLE JUDEA HAVE A SOUND SYSTEM/VIDEO SCREEN IN THE RECEPTION ROOM?

A: Yes. It is in the Judea Room and available for your use. We also have a large monitor, which is perfect for showing a video or montage in the Solael room as well. There is no fee to use the sound system or video screen for temple members.

Q: CAN YOU BRING IN YOUR OWN VENDORS FOR YOUR EVENT?

A: Yes, however, all off-site vendors must be approved before coming onto Temple Judea property. Once approved, they need to provide a COI (certificate of insurance) naming Temple Judea and Scott Roeb Catering as additionally insured. This includes florists, entertainment, photographers, etc. We also work with reputable party planners/designers that we can refer to you as well.

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Q: DOES THE TEMPLE HAVE TABLE CLOTHS AND OTHER LINENS AVAILABLE FOR USE?

A: Yes. We have white linen, for a standard \$150 laundry fee charge. If you want to bring in other linen, please consult with Scott Roeb Catering or your party planner for choices and pricing. We are happy to assist in the selection and ordering of any linen you would like for your event.

Q: HOW EARLY CAN MY VENDORS COME TO INSTALL/DECORATE FOR MY EVENT?

A: You can begin installation/setup of the reception area four hours prior to the start of your event. An earlier setup may be arranged, but an hourly charge will apply.

Q: WHAT CAN WE SERVE CHILDREN?

A: Children's meals are provided for children age thirteen (13) and under, per your request.

Q: AFTER THE RECEPTION, CAN I LEAVE SOME OF MY THINGS OR VENDOR ITEMS TO PICK UP THE NEXT DAY?

A: No. Unfortunately, nothing can be left until the next day. All items must be removed immediately after your event. Temple Judea/Scott Roeb Catering are not responsible for items left. No exceptions. We cannot be responsible for the safety of your or anyone else's property after the end of the event.

OTHER MISCELLANEOUS ITEMS

There are over 200 parking spaces available and parking is free.

Every space at the temple is wheelchair and handicap accessible.

There are separate spaces available for your cocktail reception and we can review those areas when you meet with us, so you can make the best decision for your event.

Decorations/lighting and other items are allowed. The only item not allowed are open candles, unless previously approved and permitted by the City Fire Prevention Department. They can be reached at (818) 374-1110.

WHAT'S INCLUDED AT TEMPLE JUDEA

14	54" square tables (seats 8)
6	60" round tables (seats 8)
5	72" round tables (seats 10-12)
10	8' rectangular tables (seats 8-10)
8	6' white plastic tables
325	black chairs
	All china, glassware, silverware (for non-kosher events)

ALSO AVAILABLE FROM THE TEMPLE *

Modular Dance Floor: 3' squares that can be configured to a 24' x 24' square

\$100; will increase to \$150 as of 7/01/2019

Modular Stage: 3' x 6' sections up to a 12' x 16' stage

\$100; will increase to \$150 as of 7/01/2019

Electrical drop box with 12 dedicated 20amp circuits for use - \$250

Four (4) heaters are available to rent for \$40 each

*For a complete list of additional options, please contact Temple Judea