



## **Event Guidelines**

**RESERVE THE DATE:** The first step in planning your simcha at UOS is to ensure that the date you want is available. You may contact the synagogue office 713-723-3850 or email Naomi Malakoff ([naomi@uosh.org](mailto:naomi@uosh.org)) If this is an event that will require a Rabbi; Wedding, Bar/Bat Mitzvah, Brit etc. Rabbi Gelman will also need to be confirm the date. He may be contacted by calling the number above or by email to [rabbi@uosh.org](mailto:rabbi@uosh.org)

**HIRE A CATERER:** The next step is to find the caterer you would like for your event. In order to meet health department requirements and adhere to the kashrut standards of the community, UOS must insist that any caterer adhere to our guidelines:

- Any caterer working in the UOS kitchens must present a current Food Handler's License and a copy of their Liability Insurance.
- They must secure a Mashgiach thru HKA. **No caterer may work in the UOS kitchens without the supervision of an HKA mashgiach unless approved by Rabbi Gelman.**
- The caterers will be required to give UOS a \$250 check as a deposit. This check will not be cashed unless there are damages incurred during the use of the kitchen.
- There is a check list presented to each caterer that clearly indicates the responsibilities of the caterer with regards to the use and clean up of the facility.
- The client or the caterer must call in advance to reserve the kitchen(s) for any day other than the day of the event.

A list of caterers already approved by UOS is available. You are not limited to a caterer on this list however the above guidelines apply and no caterer will be allowed to use the kitchens without presenting proper documentation and without a mashgiach. **If you are having a private luncheon on Shabbat you will also be asked to sponsor Kiddush for the congregation following services please keep that in mind when planning with your caterer.**

**For Ufruf and Bar Mitzvahs:** Candy that is traditional thrown at a bar/bat mitzvah or ufruf must be purchased thru the synagogue at the cost of \$10/lb. No other candies will be permitted into the sanctuary/chapel for this purpose.

**Linens and decorations are not included.** This includes decorative centerpieces. Decorations for the walls (wall hangings, curtains etc. must be approved by UOS before being placed by the client. (Decorating on Shabbat for a Sunday affair will not be permitted).

There are two washing stations in Freedman hall and one for Tabenhaus Hall. For Friday night and Shabbat as well as any Yom Tov event it is required to provide one uncut roll per person on the tables or on the buffet for people to make Ha Motzi (following one made by the ba'al simcha). Wine & grape juice are provided for Kiddush for a Shabbat event at the cost of \$72 per event at a side table for people to use to make Kiddush for Shabbat. This is not provided for a non Yom-Tov or non Shabbat event.

**ONE- TWO WEEK(S) PRIOR TO THE EVENT:** Review with the caterer and executive director how the room(s) should be set up. You will be requested to sign off on a copy of final set up plan. If you are planning a buffet, make sure your caterer has specified how many tables are needed and how he/she wants them arranged.

**THE DAY OF THE EVENT:** A staff member will be available throughout the day to make sure that everything runs smoothly. The bride and bridal party may use the mikvah facilities for preparation there is a fee for this use and the facility must be cleaned up and all personal items removed before sundown. Please be aware that we are an operational orthodox synagogue and therefore we will have regularly scheduled services in the chapel. You are welcome to participate or to conduct your own services at another location.



**UNITED  
ORTHODOX  
SYNAGOGUES  
of HOUSTON**

**FEES:**

**Room Rentals**

	Tabenhaus Hall	Freedman Hall	Library	Sanctuary
Member	\$350	\$500	\$150	\$350
Non Member	\$700	\$1000	\$200	\$500
Non Profit Org	\$350	\$500	\$150	\$350

**Kitchen**

	Kitchen	Bake Day
Member	\$350/day*	free
Non Member	\$500/day*	\$350
Non Profit Org	\$350/day	NA

\* \$250 for Jenny T

**Labor**

	Set up/Clean up	Add'l in house staff hours	Mikvah Use
Member	\$200	\$22/hr/per staff	\$36
Non Member	\$250	\$25/hr/per staff	
Non Profit Org	\$200	\$22/hr/per staff	

**Bar**

**Mitzvah/Ufruf**

Aliyot	\$360
L'Chaim	\$72 for 250 people
Candy	\$10.00/lb