



Bet Mitzvah Celebrations at Am Shalom

EVENT TIMELINE & DUE DATES

We are glad that you have chosen to celebrate your simcha at Am Shalom! As part of the celebration agreement, please note that you as the congregant are responsible for following the requirements and deadlines outlined below. This timeline is intended to keep you on track so that you can provide us with the information we need to host your celebration here! So, whether or not you have engaged an event planner, please reference your emails and communicate with our in-house Bet Mitzvah Coordinator AND your selected vendors* according to the guidance provided here.



- Review building protocols and all vendor rules with your event planner so that they are aware of **safety and security policies** and can plan accordingly. **Your event planner takes on your responsibility for enforcing these rules. In the case of a smaller celebration with fewer than three vendors, you are responsible for all vendors adhering to these rules and deadlines.**
- **Make sure that all planned activities are acceptable per guidelines.** If you are unsure about a specific activity, please inquire to Bet Mitzvah coordinator before you sign a contract with a vendor!



- **With your event planner, review the room dimensions** and begin to create your layout and inventory needs.
- **Submit Bet Mitzvah invitation for approval prior to printing or electronic distribution.** This is required and can be done as soon as a draft is ready and will be turned around quickly. We are checking specifically for date, time, and synagogue address.
- **Discuss your event plan** with Am Shalom Bet Mitzvah Coordinator to confirm that the activities you are planning will work in the space designated on your Celebration agreement.



- **Your event planner should share** the proposed room layout, proposed menu and proposed timeline to Am Shalom. We will turn this around quickly to provide feedback, troubleshooting, and best practices.
- Make sure you remind vendors of all rules pertaining to the building, food, and beverage policies. Make sure your vendors know the required protocols, especially related to delivery and retrieval of any items for the event.**



- **Event planner must coordinate and supply** to Am Shalom a Certificate of Insurance and equipment in/out plan for each hired vendor. (Preferred vendors have their COI on file, please invite your event planner to confirm.)
- Delivery of items for your celebration should be included on your timeline including vendor delivering and type of delivery. For pre-arranged early deliveries include vendor, number of boxes/items, and time of delivery. Each box must be labeled with family name, event date, and celebration. It is preferable that all items are cleared when the party ends.



- **Event planner must provide all Vendors' Certificate of Insurance, final floor plan, final menu and a final event timeline with vendor drop-off and delivery times.** Prompt receipt of this information two weeks before the event lets us troubleshoot inventory or operational concerns.
- **No deliveries to Am Shalom will be accepted without prior authorization.** You must provide the name of each delivering vendor and the expected delivery window.

* We strongly encourage you to consider Am Shalom's preferred vendors listed at amshalom.com/preferred-vendor-directory, who have experience working in our building, are familiar with our policies and procedures, and have made a commitment to our congregation. Or call 847-835-4800 ext.339



- All vendors are expected to honor all Am Shalom policies, including Glencoe Village fire codes.
- All contracted vendors must check in with Am Shalom security upon arrival and will be required to present identification.
- Smoking/vaping is not permitted inside the building or anywhere on the premises.
- **Exit doors may not be blocked or propped open at any time for any reason.** For assistance with temperature adjustment or building access, see Am Shalom Security or Maintenance staff.
- All deliveries, pick-ups, unloading and loading of equipment and materials must be made through the kitchen alley door. No deliveries or pick-ups may be made through the front of the building.
- No vendor parking is permitted in the alley behind the building or the southwest parking lot. Violators will be towed at the owner's expense.
- Am Shalom does not assume responsibility for the security of personal items stored or left in the building or on the property.
- Am Shalom personnel MAY NOT set up or take down rental furniture or equipment, set or remove table linens, set or clear place settings.
- All Am Shalom rooms, facilities and equipment must be returned to the condition in which they were found prior to the event.



- No pork or shellfish may be served on Am Shalom premises.
- Foods served during Jewish holidays must comply with the congregation's observance. (Complete menu must be submitted for approval at least two weeks before the event.)
- Village of Glencoe Fire Department requires that any outdoor cooking take place in the southwest parking lot as directed by Am Shalom security. A working fire extinguisher is required within 5 feet of the cook line at all times. Caterers must bring a tarp so as not to damage the ground with outside cooking. No doors can be propped open.
- Alcohol may be served by your caterer or servers in moderation at private functions. Minors may not be served alcohol on Am Shalom premises.
- Proper insurance protection under the Dram Shop Laws must be submitted by the caterer or bar service no later than 2 weeks before the event date.
- Am Shalom security may remove any minor consuming alcohol, any guest who is over-served and may stop alcohol service if any of these situations occur.
- Prohibited Items**: Candy (unwrapped or loose), Gum, Popcorn, Nuts (due to allergies)
- Vendors serving prohibited items are subject to loss of vendor approval.

** *No candy or gum may be served, distributed, used, or consumed during events. Wrapped candy ONLY may be given to guests as they LEAVE the building.*



- Place Am Shalom chairs in stacks of 15, with one chair in front to brace each stack.
- Vacuum all carpeted areas.
- Sweep all non-carpeted areas.
- Tidy bathrooms (no refuse, party goods, etc.).
- Remove all rental equipment and personal belongings.
- Remove all party debris (i.e. prize packages, bags, boxes, etc.).
- **REMOVE ALL GARGABE FROM PREMISES.**



- Remove all leftover food and beverages in your own containers (Am Shalom property, including dishes, may not be removed from the building).
- Remove bags of ice from freezer.
- Wash, dry and properly return all dishes, glassware, silverware and utensils.
- Scour and clean ovens and range tops.
- Clean sinks, countertops, and all other surfaces.
- Wash kitchen floor.