

# TEMPLE BETH EL SIMCHA PLANNING GUIDE

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**Party Planning**  
**Invitations**  
**Ritual Items**

**ALL OF YOUR QUESTIONS  
ANSWERED HERE!**



*The Samueli Center for Progressive Judaism*

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# A PLANNING GUIDE FOR YOUR SIMCHA

at

## Temple Beth El of South Orange County

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We want to welcome everyone at Temple Beth El and also members of our community to our Vendor Faire...This is the beginning of your exciting adventure in planning your own special event...We are delighted to share information about our state-of-the-art facility in Aliso Viejo and the wonderful possibilities Temple Beth El offers in celebrating your special day...You have the opportunity of utilizing our beautiful Banquet Hall with an adjacent terrace offering an expansive view of the Saddleback Mountains and an additional rotunda area for cocktails, etc...For smaller gatherings or meetings, we offer our more intimate Chapel or classroom/meeting rooms. In addition, should you opt to use our large banquet/reception hall, Temple Beth El offers a state-of-the-art kitchen...any caterers' dream!...We have a full-size basketball court and covered patio that easily accommodate large event tents or gatherings under the stars. So, whether it's a meeting for 30 people or a catered life cycle event for 250, Temple Beth El is the ideal venue...

As the Events Coordinators here at Temple Beth El, we look forward to assisting and guiding you in the planning and implementation of your special daytime or nighttime event, be it large or small...We are available to simply book your event and provide you with a list of preferred vendors...Or, if you wish, we are available to provide you with the full complement of services as your own personal coordinators\*...We have owned our own events business for over 15 years and look forward to sharing our knowledge and expertise with you!...Whether you are looking for invitations (with a generous discount), deciding on a theme, choosing a caterer (from our list of preferred caterers), or photographer or videographer, etc...we are your go-to gals!..(\*additional fees would apply...) Together, we will create the celebration you envision, reflecting your personal taste, style and most important your budget...In addition, should you decide to utilize our services, we will oversee each and every detail of your special day...having this peace of mind, you will feel like a guest at your own party and you'll savor every moment ...

Celebrating at TBE is a double "mitzvah" (a good deed)...it benefits the temple and the community while the convenience, affordability, view and versatility is unbeatable!...Our services as event coordinators are provided as a labor of love and generosity, we volunteer to do this and strive to find as many vendors and arrangements that ultimately give back to the synagogue. So, whether you are planning a Bar/Bat Mitzvah, wedding or special anniversary, birthday, graduation or retirement party, we look forward to making your journey fun, exciting and memorable...exceeding all your expectations but not your budget!...We look forward to hearing from you...our temple number is 949-362-3999 ext. 401...

Linda Lander and Rochelle Pazornik

**Linda Lander and Rochelle Pazornik**  
Two Party Chix  
949-362-3999 ext. 401

## Room Rental and other Fees for Temple Beth El Members

1. **Sanctuary** (Clergy honorarium additional) *gratis*
2. **Friday night Oneg Shabbat:** Single: \$575  
(applies to all Fridays) Double: \$700

### 3. **Leon Samueli Banquet Hall**

Extended Kiddush (Sat.):	\$550
Luncheon or Dinner:	\$900

Extended Kiddush is a 2 hour window for invited guests.

Luncheon/Dinner is a 7 hour window including set-up and clean-up

In order to hold the date a non-refundable deposit equivalent to 50% of the venue is due at the time of reservation and the Facilities Use Agreement is to be signed.

A refundable damage deposit of \$750 is due at the time of reservation which will be returned provided there is no damage to Temple Beth El on the day of the event.

### 4. **Sidney Eisenberg Chapel**

<b>Extended Kiddush or Shabbat Dinner:</b>	\$400
(2 hours for invited guests)	

5. **Rotunda** (Reception and cocktails) \$125

6. **Classroom** \$50

7. **Meeting Room** \$50

### 8. **Security Guard Fee**

Guests 1-100	\$125
Guests 101-200	\$250
Guests 201-300	\$375

### 9. **Event Coordinator Fees (OPTIONAL)**

For events requiring SET-UP ONLY THE DAY OF THE EVENT (clients provide all necessary elements prior to pre-arranged set-up time i.e.,...centerpieces, party favors, place cards, etc.) the breakdown is as follows:

50-125 Guests.....	\$350
125-300 Guests.....	\$450

For events requiring more extensive involvement, contact us at ext. 401 to schedule a meeting to discuss your individual needs. Whether you prefer us to handle just a few elements or you would like us to coordinate the entire event (or weekend) we are available by appointment only...fees would be discussed at that time.

The following vendors also participated in our 2013 Simcha Faire and Vendor Showcase.

**Caterers**

24 Carrots Catering  
Lynn Rinek  
800-717-1545  
lynn@24carrots.com

Art of the Party  
Gary Khaz/Jean Rodriguez  
714-434-8001  
customerservice@zccater.com

Blueberry Hill  
Trevor or Beverly  
562-981-8300  
bbhcatering@verizon.net

Dolly's Cotton Candy  
Krista Thompson  
714-742-1314  
dollyscottoncandy@gmail.com

Gourmet Caterers  
Ruth Gueta  
949-293-4688  
info@gourmetcaterers.net

Jay's Catering  
Linda Loaeza  
714-636-6045  
linda@jayscatering.com

Monique's Catering  
Monique Mathot  
949-586-7836  
moniquemat@cox.net

The Catering Factory  
Faustino Ochoa  
949-697-4818  
ochoa@thecateringfactory.com

Solomon's Bakery  
Sue Duenas  
949-586-4718  
solomonsbakery@att.net

Turnip Rose Elite  
Catering  
Ray Sherbanee  
949-478-8778  
raysherbanee@turniprose.com

**Decor**

Absolutely Fabulous Events  
Bernie Gaps  
714-556-7073  
bernie@absofab.net

Balloons & Party Events  
Celini McKinney  
949-636-4433  
celini@balloonsnparty.com

Best of the Best  
Roger Janke  
714-415-3306  
roger@btb-events.com

Lighter Than Air Balloons  
Charity Hill  
949-422-9935  
charity@ltaballoon.com

**Entertainment**

3D Cheeze  
Helena Pasquarella  
714-310-5429  
helena@3dcheeze.com

Abbitt the Average  
Jeff Abbit  
714-838-2679  
abbit@cox.net

Full Spectrum Entertainment  
Santee Gee  
888-496-6244  
fullspectrum@hotmai.com

Mitzvah Chick Entertainment  
Santee Gee  
888-496-6244  
santee@mitzvahchick.com

Photo Booth Pro  
Patrick Kaprerian  
949-743-1455  
support@photoboothpro.com

Ray Entertainment  
Mark Ray  
323-302-2223  
fanfare\_events@yahoo.com

RCL Entertainment  
Ricky "Rocks" Lorek  
630-400-2469  
ricky@rclentertainment.com

The Party Zone Entertainment  
Dan Teplinsky  
818-883-0303  
dan@tpzdj.com

Wax Creation  
Ohad Tayeb  
818-297-7981  
ohadtayeb@hotmail.com

**Event Planning/Invitations**

Two Party Chix  
Linda Lander  
949-916-9965  
jel6351@cox.net  
Rochelle Pazornik  
949-831-6545  
dbeventgal@aol.com

**Florists**

Shannon G's Flowers  
Shannon Gimbel  
562-400-2607cell  
sng3d@aol.com  
562-789-5808

The Petal People  
Necia Bower  
949-859-3773  
ThePetalPeople@cox.net

**Photography**

Accent Portraits  
Diana Schmitt  
949-661-6465  
info@accentportraitsbydiana.com

Allure Adventures  
John Fitzpatrick  
714-224-0470  
johnf@allureventures.com

John Wolfsohn Photography  
& Video  
John Wolfsohn  
310-559-1810  
john@johnwolfsohn.com

Ron Levy Photography  
Gabrielle & Ron Levy  
949-280-6001  
ron@RonLevyPhotography.com

**Videography**

Proview Video Productions  
Chris Babbitt  
949-481-1981  
chris@proviewvideo.com

## PHOTOGRAPHY

**Bar/Bat Mitzvahs:** Out of respect of the holiness of the sanctuary, no photos may be taken during a Bar/Bat Mitzvah service. Photographs may be taken in the sanctuary prior to or following a service. There is no restriction for the Banquet Hall or other parts of the temple premises.

**Weddings:** While we all seek to ensure a complete photographic record of a wedding, the presence of a photographer and the sounds of a camera can intrude upon the dignity and spirituality of the ceremony. Photographs may be taken of the processional from any vantage point. However, during the ceremony, the cameras must be fixed on tripods in the rear of the sanctuary. There is no restriction for the Banquet Hall or other parts of the temple premises.

## VIDEOGRAPHY

**Bar/Bat Mitzvahs:** The Host/Hostess may make arrangements with an approved Temple Videographer to record the service in the sanctuary only from a tripod-mounted video camera fixed in a booth at a position designated by the temple. There is no restriction for the Banquet Hall or other parts of the temple premises.

**Weddings:** The same rules apply as for the Bar/Bat Mitzvahs except that another fixed camera may be tripod-mounted behind the chupah. There is no restriction for the Banquet Hall or other parts of the temple premises.

## ONEG SHABBAT FOR BAR/BAT MITZVAH

Sponsorship of the Friday Night Oneg Shabbat is the honor of the Bar/Bat Mitzvah families. Twice a month, the Oneg is from 5:30-6pm preceding our 6pm service and consists of a beautiful selection of appetizers. The Oneg for the remaining Fridays follows the 7:30pm Shabbat service and includes an assortment of sweets and fresh fruit. The Oneg fee also includes the wine and Challah for Friday night and Saturday morning, in addition to the flowers.

## DECORATIONS

No decorations or displays may be used which require fastening to the walls, ceilings or doors of the Sanctuary, Banquet Hall, or foyers. This includes scotch tape, masking tape, gum, stickers, nails, tacks, staples, rope, etc. No confetti, rice or birdseed is allowed.

## DELIVERIES AND PICKUPS

Deliveries of food, equipment, flowers, and other service-type items for use in the Sanctuary and Banquet Hall should be made between 10am and 2pm on the day of the event with the exception of weekend events when deliveries should be made on Friday between 10am and 2pm. Pickups after each event should be scheduled for the next day between 10am and 2pm except for the weekend events when pickups should be scheduled for the following Monday between 10am and 2pm.

## ADDITIONAL RULES

Smoking is not permitted within the building and only in the designated smoking area outside.

Adult supervision is required at all youth group events. The temple requires there be one (1) adult over the age of twenty-one (21) for every fifteen (15) young people.



## Bar/Bat Mitzvah Simcha Check-off List

1) To reserve the Leon Samuelli Banquet Hall or Sidney Eisenberg Chapel:

\_\_\_\_\_ a) provide 50% non-refundable deposit

\_\_\_\_\_ b) sign the Use of Facilities Agreement

2) **Sixty days out**, all fees are due:

\_\_\_\_\_ a) Room rental balance

\_\_\_\_\_ b) Security Guard fee (\$125 per guard, per 100 people)

\_\_\_\_\_ c) Oneg fee

\_\_\_\_\_ e) \$750 Damage Deposit to be held in case of  
damage on day of event.