



FREQUENTLY ASKED QUESTIONS

I just secured my venue. Now what?

Start booking your vendors utilizing our preferred vendors list! These are companies that we've had wonderful success with.

Do I get a ceremony rehearsal?

Ceremony rehearsals are scheduled based on calendar availability, and are \$300. Rehearsals are allocated 1 hour to which your event coordinator must be present to orchestrate. Rehearsals may need to take place several days before the event date due to weekend event bookings. Ceremony rehearsals are eligible for scheduling 30 days or less from the event date.

Are there any getting-ready suites?

We have two dressing rooms included in a 10 hour rental: the Library on the second floor, and the Getting-ready Room on the main floor. Access to these rooms begins at the start of your 10 hour rental. The dressing rooms are a great space to use for getting dressed and for finishing touches. Hair and makeup are to be completed off-Site. Personal belongings can be stored in these rooms, but TBE Event is not liable for loss of personal items. It is not permitted to leave your personal belongings behind the receptionist desk or any personnel offices.

When do we need to have everything detailed?

A vendor list, final timeline, floor plan (available through Prismm.com), and guest count is due to your facility liaison 30 days prior to your event.

What type of payments do you accept?

We take checks, ACH payments, Venmo, and credit cards. All credit card payments are subject to a 3% processing fee.

When do I pay?

A 50% deposit is due along with a signed contract to secure your event date. The remaining balance is due no later than 30 days prior to the event.

Is an event coordinator required?

For 10 hour rentals, a professional month-of event coordinator is required. Your coordinator must be a professional, with appropriate insurance coverage, and cannot be a guest of the event. Your coordinator must stay for the full 10 hour rental period, until the conclusion of the event. We greatly encourage a planner to be selected from the recommended professionals list to ensure your event runs successfully and smoothly. If a rehearsal is performed on-site, your coordinator must be present. Coordinators are mandatory with a minimum contract of services for month-of coordination.

For a 6 hour rental, a professional coordinator is not required, but there must be a point person who is a guest that is on site for the full 6 hours.

What time can my vendors arrive for set up?

Three hours prior to the scheduled start of your event. Vendors must be in and out within the allotted rental period, or your security deposit will be forfeited.

Can I come visit the venue for planning meetings?

You are welcome to schedule meetings with your vendors to see the space. Please check in with your facility liaison on when the space is open for a walk through.

Can I hire vendors not on the recommended list?

For a 10 hour rental, you must book a caterer, bar company, and a rental company from our required vendors list. A professional event coordinator is also required to be booked for a 10 hour rental.

For the remaining vendors, you can book your own vendors but with requirements. The professional vendor must possess a \$1 million liability insurance policy, and provide a certificate of insurance naming Temple Beth El as additional insured at least 30 days prior to the event .

Are bands permitted?

Yes, bands are permitted if they are a professional vendor with insurance. The venue does not provide staging, specialty lighting, or sound equipment. The Library or Getting Ready room can be designated as a green room or storage room for band cases. Items cannot be stored in public hallways, private offices, or other rooms of the building. Music must conclude by 10:00pm in the courtyard, and 11:00pm inside the building.

Who handles audio for my ceremony and reception?

Your professional DJ and/or band will take care of all audio needs from ceremony, cocktail hour, and reception. This includes microphones and speakers for all areas. Your DJ is responsible for all extension cords and cables for their equipment.

If you are using the Sanctuary, there is a built-in sound system and microphone.

The Social Hall has house sound and microphone capabilities, as well as a built-in projector and drop-down screen.

Will there be other events going on besides mine?

No, we only rent the facility for one event at a time.

Can I leave anything overnight?

No items are to be left overnight. This includes any rentals, equipment, and décor both pre and post event. All items must arrive and depart on the day of the event within the allotted time frame provided. Any items left overnight are subject to disposal fee and/or forfeiture of your security deposit..

Is there a curfew at the venue?

Yes, outdoor receptions and events must conclude by 10:00pm. Indoor receptions and events must conclude by 11:00pm. Vendors have one hour after the event concludes to load out their equipment.

Are candles, sparklers, or fog allowed?

Real flame candles are permitted indoors and outdoors if the flame is surrounded or enclosed by glass. Hand-held sparklers are not permitted. Cold sparklers and fog machines are NOT permitted. TBE Events is not responsible for lighting candles.

Is parking included?

Self-parking is available and complimentary. Vehicles may be left overnight if needed. For valet services, a 3rd party company would need to be contracted at client's expense. TBE Events holds no responsibility for vehicles parked on site.

Is there a smoking area?

Smoking and vaping is not allowed on the premises, including the parking lot. Illegal drugs are strictly prohibited.

Are there décor restrictions?

We permit silk flower petals only (no real petals). No nailing, stapling, or adhesives are permitted on the walls or floors. Glitter, confetti, rice, grains, party poppers, sparklers, and silly string are not permitted. All candles must have a glass enclosure. Hanging objects must be installed by a professional vendor with insurance and their own ladders. All décor must arrive and depart on the day of the event within the given set up and strike times. All vendors are responsible for their own clean up. Violations are subject to a \$500 fee. TBE Events does not set up or clean up any décor.

Can I change or cancel my event contract?

If you cancel your event, all deposits are non-refundable. Cancellations may incur additional penalties based on the cancellation window of the event date. You may postpone or reschedule your event date to a mutually agreeable date within one year of the original date without any penalties, pending TBE Events' availability.

Do you have any décor we can rent from TBE Events?

TBE offers banquet tables, chairs, and basic overhead lighting. A chuppah rental can be added for an additional fee. All other décor and specialty items need to be separately contracted through a vendor.

Is there a dress code?

You are welcome to decide the guest dress code for your event, however, all working vendors must be in professional attire. No blue jeans, cut off shirts, sweatshirts or sweatpants are permitted for working vendors.

Where can we take photos around the facility?

We have such great spaces around our property for photos. If your photographer has not worked here before we encourage them to schedule a walkthrough prior to the event. Furniture is not permitted to be moved anywhere on property.

Are pets allowed on property?

TBE Events allows pets on property strictly for photo sessions taken outdoors. Except for service animals or approved support animals for persons with disabilities, no pets are allowed indoors on property at any time.

Can I bring food or alcohol to the venue for my event?

For 10 hour rentals, a caterer from our required vendors list must be booked. For a 6 hour event, you can bring in your own food and catering. For a 10 hour rental, a bar company must be booked from our required vendors list. For a 6 hour rental, you may bring in your own beverages including alcohol. For all events, the host must provide a certificate of liability insurance, including host liquor liability.

Can I bring snacks or beverages to the venue when getting ready before the event?

Snack food and beverages are permitted on-site in the dressing room or staging areas before the event begins. It is not acceptable at any time to help yourself to alcohol behind the bar before or during the event. Anyone who takes alcohol from behind the bar is subject to immediate removal from the venue in addition to a fine to cover stolen product.

When do I submit final guest numbers to the venue?

30 days prior to your event date we request you send in your total guest count, in addition to your final timeline, floor plan, vendor list, host and vendor insurance certificates, and final payment.

Are shots permitted?

TBE Events does not permit shots or straight liquor drinks of any kind.