



We are thrilled that you are considering having your celebration here at Temple Isaiah. We hope this document will assist you through your planning and preparation. As you begin planning your special day, here are some items to consider

Rental Options at Temple Isaiah

Extended Kiddush

We offer a 2-hour room rental to host an extended Kiddush immediately after the service. A blessing may be said over grape juice and challah. Afterwards, families can provide a light meal for their guests. If two children are sharing the date of their Bar/Bat Mitzvah, a joint extended Kiddush is a wonderful option for both families to host together.

Luncheon Reception

A luncheon reception is a 4-hour rental that is held immediately after the service. If you choose to host a luncheon reception, the blessing may be done at the beginning of your reception.

Dinner Reception

A dinner reception is a 4-hour rental that is held in the evening. Families that decide to have a dinner reception may also host an extended Kiddush earlier that day. There is a savings if you book both an extended Kiddush and Dinner Reception.

The Oneg Room, the Social Hall, Beit Kneset, or Adult Lounge may be used for any of the above uses, depending on the guest count. The Oneg Room and Social Hall can be booked together.

Vendors

Temple Isaiah has compiled a list of vendors with whom congregants have worked. It may also be helpful to talk with parents that have recently planned a Bar/Bat Mitzvah for their recommendations on vendors they were happy with using.

NOTE: THIS LIST IS NOT ENDORSED BY TEMPLE ISIAH, IT IS SIMPLY A LIST OF VENDORS WHICH HAVE EXPRESSED INTEREST IN BEING FEATURED.

Caterers

Temple Isaiah has a list of 12 caterers from which to choose from (see below). We have chosen caterers to be part of our preferred panel that include a range of budgets, styles of cooking and services. All of our caterers are familiar with our Biblical Kashrut guidelines and will assist you in coming up with a menu that will fit those guidelines.

NOTE: If you choose to use a caterer that is not on our preferred list, an additional \$1,000 fee is charged for the rental.

DJs

Music and entertainment will make your event fun and festive. It is recommended that you book your DJ well in advance of your reception.

Party Planners

Party Planners are professionals that help manage your vendors and work to bring your vision and ideas to life. They also help manage the day of your event logistics. Families can also choose to be their own party planner.

Photographers/Videographers

Photos may be taken up until ½ hour before start of service. Photos cannot be taken during the service, however, a videographer is welcome to set up a video camera from a fixed location in the back on the sanctuary.

Invitations

Temple Isaiah offers a selection of beautiful invitations to order through our gift shop. A percentage of each sale goes to Women of Isaiah. Sample albums are available for check out at the Gift Shop. To make an appointment, please call Robin Bateman at (925) 926-0445 or Lauri Granoff at (925) 376-2029. The gift shop is also available to help with kippot, talit and other ceremonial items.

Décor

Options include balloons, floral arrangements and rental equipment.

Linens

Temple Isaiah **does not** provide linens for the tables. Most caterers can include linens within their quote, or you can rent directly through a linen/rental company.

Temple Isaiah Bar/Bat Mitzvah Family Mentorship Program

We know that planning a Bar/Bat Mitzvah celebration can seem overwhelming and you may not know where to begin. We have many families here at Temple Isaiah that have gone through this process and have offered to help give advice and guidance. If you are interested in connecting with a mentor, please let me know and I can connect you to someone.

Next Steps

At 15 months prior to your assigned date, you are able to submit a contract to book our facility. You can find the contract (Facility Use Guide) on our website @ www.temple-isaiah.org within the "Renting Our Facility" page. We recommend that if you are sharing your date with another family you discuss your intentions for renting the Social Hall and/or Oneg Room. This will allow you to discuss if you plan to share in an extended Kiddush and to decide if you both want the facility for a luncheon or dinner reception. If both families want to rent the same room (at the same time) for a reception and have their contracts in 15 months prior to the event, the Cantor will flip a coin to determine which family can have the room for their event.

Once your contract and payment have been submitted, the next step is to begin contacting and booking caterers, DJ's and party planners (if applicable) since these vendors book their services well in advance of your event.

We thank you again for choosing Temple Isaiah to host your event and look forward to celebrating your special day.

I am always here to assist and answer questions, so please don't hesitate to call or email. I am a part-time employee here at Temple Isaiah and am currently in the office on Mondays and Thursdays, but regularly check email throughout the week.

Thank you,

Heather Maddox
Facility Use Coordinator
(925) 283-8575
heatherm@temple-isaiah.org

Vendors

This list includes vendors that have been used at Temple Isaiah and also businesses that have expressed interest in being featured. You can also search online for recommendations or talk with families that have recently planned an event to help you in the planning process.

NOTE: THIS LIST IS NOT ENDORSED BY TEMPLE ISAIAH, IT IS SIMPLY A LIST OF VENDORS WHICH HAVE EXPRESSED INTEREST IN BEING FEATURED.

Temple Isaiah's Preferred Caterers

Barbara Llewellyn Catering

100 Overhill Road
Orinda, CA 94563
(510) 832-1967
<http://www.barbarallewellyn.com/>

Checkers Catering

83 Wright Brothers Avenue
Livermore, CA 94551
(925) 968-1121
<http://www.checkerscatering.com/>

Jeff Machado Elegant Catering

1681 Stevens Place
Los Altos, CA 94024
(650) 965-2964
<http://www.jeffmachado.com/>

Miraglia Catering

2096 Burroughs Avenue
San Leandro, CA 94577
(510) 483-5210
<http://www.cateringandmore.com/>

Savoy Events

3110 35th Avenue
Oakland, CA 94619
(510) 533-9588
<http://www.savoyevents.com/>

Sunrise Catering

1559 Botelho Drive
Walnut Creek, CA 94596
(925) 930-6323
<http://www.sunrisebistrocatering.com/>

Cassis Catering

1757 E. Bayshore Road B1,
Redwood City, CA 94063
(650) 261-1650 ext. 1
<http://www.cassiscatering.com/>

Hugh Groman Catering

2470 Martin Luther King Jr. Way
Berkeley, CA 94704
(510) 647-5165
<http://www.hughgromancatering.com/>

Market Hall Caterers

5655 College Avenue, Suite 201
Oakland, CA 94618
(510) 547-4066
<http://www.rockridgemarkethall.com/mh-caterers>

Oakland Kosher Foods

3419 Lakeshore Avenue
Oakland, CA 94610
(510) 839-0177
<http://www.oaklandkosherfoods.com/>

Springloaf Catering

3744 Mount Diablo Blvd., Suite 307
Lafayette, CA 94549
(925) 962-9369
<http://www.springloaf.com/>

Wilma Lott Catering

3840 Alhambra Ave
Martinez, CA 94553
(925) 372-8612
<http://www.wilmalottcatering.com/>

NOTE: If you choose to use a caterer that is not on our preferred list, an additional \$1,000 fee is charged for the rental.

**Denotes vendor is a congregant

Party Planners

Alicia Battle
(510) 967-1051

Creative Planning by Aliza Metzner**
(510) 816-6424

Events by Kristin
(925) 230-8507
<http://www.eventsbykristin.com>

Simcha Sisters**
(925) 984-7024
<http://www.simchasisters.com>

Shindig – Diane Meltzer
(510) 499-6654
<http://www.shindighome.com/>

Splurge
Ric Seriani
(510) 777-9999
<http://www.splurgecatering.com>

Wallace Enterprises
(925) 867-1515
<http://www.eventsbywallace.com>

DJ

Amos Productions
(800) 693-5003
<http://www.amospro.com>

Denon and Doyle
(800) 944-9585
<http://www.djay.com>

J.J. The DJ
(888) 487-5535
<http://www.jjthedj.com>

Balloons

Balloon Thrills
(925) 671-6961
<http://www.balloonthrills.com>

The Balloon Man
(925) 934-3186
<http://www.balloonmanonline.com>

Photography

Amy Carr Photography
(415) 206-9779
<http://www.amycarr.com>

Cheryl Bigman Photography
(925) 963-8744
<http://www.cherylbigmanphoto.com>

Janice Charlson
(925) 389-1367
<http://www.janicecharlsonphotography.com>

Karlin Studios
(925) 229-3679
<http://www.karlinstudios.com>

Lisa Duncan Photography
(925) 708-8936
<http://www.lisaduncanphotography.com>

Lynds Photography
(925) 962-0180
<http://www.lyndsphoto.com>

Michael Fox Photography**
(925) 631-1311
<http://www.michaelfoxphotography.com>

Nadine O'hara – Picturesque
(925) 938-5284

Richard Mayer
(650) 340-9904
<http://www.mayerphoto.com>

Scott Lasky Photography
(408) 363-0654
<http://www.laskyphoto.com>

Shoey Sindel
(510) 917-0659
<http://www.shoeyshindel.com>

Flowers

Floral Theory

(510) 213-0799

<http://www.floraltheory.com>

Florali

(925) 934-6877

<http://www.florali.com>

Flower Bowl

(800) 637-4030

<http://www.fbflorist.com>

Full Bloom

(925) 685-3067

<http://www.fullbloomfusion.com>

Jory's Flowers

(925) 689-0966

<http://www.jorysflowers.com>

Megan Haney Designs

(925) 962-1119

<http://www.meganhaneydesigns.net>

Rentals

C&M Party Props

(925) 934-3181

<http://www.cmparty.com>

Chairs For Affairs

(925) 370-1300

<http://www.chairsforaffairs.com>

GBS Linens

(925) 250-4418

<http://www.gbslinens.com>

Green Cheeze (Photo Booths)

(925) 325-6278

<http://www.greencheeze.com>

Event Staff

Bartender's Unlimited

(415) 454-3731

<http://www.bubars.com>

Montclair Staffing

(510) 479-3321

<http://www.montclairstaffing.com>

Pacific Coast Events

(415) 518-1664

<http://www.pacificcoastevents.com>

The Party Staff **

(415) 273-7000

<http://www.partystaff.com>

Video

Evan Harrar

(510) 526-7248

<http://www.special-video.com>

Lang Video Art

(510) 834-7550

<http://www.langvideoart.com>

Reel Proof – Doug Wolf**

(925) 256-4425

<http://www.reelproof.com>

Rick Langro

(925) 786-8137

<http://www.ricklangro.com>

Stu Sweetow - AVC

(510) 839-2020

<http://www.avconsultants.com>

Bakeries/Cake/Cupcakes

Café Attila

(925) 837-2886

<http://www.cafeattila.com>

Kara's Cupcakes

(925) 933-2222

<http://www.karascupcakes.com>

Katrina Rozelle

(510) 655-3209 (Oakland)

(925) 837-6337 (Alamo)

<http://www.katrinarozelle.com>

Le Gateau Elegant

(925) 313-9076

<http://www.legateauellegant.com>

Teacake Bake Shop

(888) 558-0188

<http://www.teacakebakeshop.com>

Walnut Creek Baking Company

(925) 988-9222

<http://www.walnutcreekbakingcompany.com>

Drop-Off Catering

Amba Catering**

<http://www.ambafalafel.com>

(510) 384-8913

(Vegetarian Middle Eastern Food)

Frequently Asked Questions

Please take time to read the **Facility Use Guide** found online at www.temple-isaiah.org within the “Renting Our Facility” page. There you can find the contract that outlines our guidelines for renting our facility. Below are some frequently asked questions.

What does a 4-hour reception rental include?

A 4-hour luncheon or dinner reception includes the use of our tables, chairs, dishes, silverware and glasses. Our janitorial staff will set-up the tables and chairs according to your floor plan and put them away at the end of your event. Your caterer is responsible for washing and putting away any Temple serving items that have been used, as well as cleaning the kitchen.

What does a 2-hour rental include?

A 2-hour rental includes the use of our tables and chairs. Our janitorial staff will set-up the tables and chairs according to your floor plan and put them away at the end of your event. Dishes, silverware and glasses are NOT included within this rental. However, if you are interested in using them they are available for an additional \$100 rental fee. Your caterer is responsible for washing and putting away any Temple serving items that have been used, as well as cleaning the kitchen.

Does the Temple have linens that we can use?

Unfortunately, the Temple does not have linens to be used for Social events. Linens can be rented through a rental company or your caterer.

What is your alcohol policy? Can I have a friend pour alcohol during our event?

Temple Isaiah requires that if alcohol (beer, wine and/or spirits) is going to be served by your caterer, your caterer must have Liquor Liability Insurance. If the host is not using the caterer's services for alcohol, then the host must hire a bartending service that has current liquor liability insurance. See the Facility Use Guide for specifics.

I am feeling overwhelmed with this whole process. Where should I start?

We always encourage families to reach out to other families that have recently been through this process. We have a Family Mentorship Program where we can connect you with an experienced parent that can help guide you through the process and steps that go into planning a celebration. If you are interested, please let us know.

I am interested in booking a room. What are the next steps?

At 15 months prior to your assigned date, you are able to submit a contract to book our facility. You can either mail or fax your signed contract and payment to Temple Isaiah. If you are sharing the date with another family, please see next question.

We are sharing the date of our Bar/Bat Mitzvah with another family. What if we both want to rent the same room for a party?

We recommend that if you are sharing your date with another family that you discuss your intentions for renting the Social Hall and/or Oneg Room prior to the 15 month point. This will allow you to discuss if you plan to share an extended Kiddush and to decide if you both want the facility for a luncheon or dinner reception. If both families want to rent the same room (at the same time) for a reception and have their contracts in 15 months prior to the event, the Cantor will flip a coin to determine which family can have the room for their event.

Do you have a projector that we can use?

The Temple has a projector in our Social Hall and portable projectors that can be used throughout our facility. If you are interested in renting our projector, the fees are \$150 for our LCD projector in the Social Hall and \$75 for our portable projectors. We highly recommend that you schedule an appointment to meet with our Audio/Visual technician, David Grubbs, to test your audio/visual needs prior to your reception. Please notify, Heather, the Facility Coordinator if you are interested in renting a projector.

We would like to have a blessing following the service. What does the Temple provide?

The blessing takes place immediately after the service in the room that you rent for either your kiddush or luncheon. The Temple provides the grape juice and cups and the host provides the challah.

Can we use the Foyer for our Kiddush?

The foyer is not available to be used for a blessing following the service. The Oneg Room, Social Hall, Beit Knesset or Adult Lounge are available to rent.

How can we participate in the Friday night Oneg?

We strongly encourage the B'nai Mitzvah families to help sponsor the Shabbat Oneg the Friday night before their services. It is a nice way to honor your children and to include the whole Temple community in your celebration. Some families have asked relatives and close friends to help with this night. Some families have asked their havurot to take it on in their support. You may co-sponsor the Oneg by either providing the treats and goodies or by sending in a check and asking the temple staff to buy them and set them up for you. Please contact the office at least a month in advances to let them know how you'd like to participate in the Oneg.