



WASHINGTON HEBREW
CONGREGATION
FACILITIES GUIDE

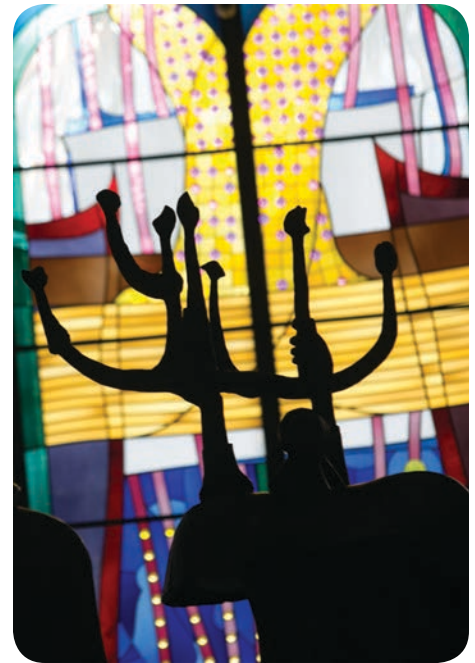
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Washington Hebrew Congregation



Washington Hebrew Congregation (WHC) is the ideal location for a wide variety of events. Whether you are looking for a place to celebrate a bar/bat mitzvah, wedding, anniversary, or hold a meeting, we have the perfect setting for your needs. With campuses on Macomb Street in Northwest D.C. (Temple) and at the Julia Bindeman Suburban Center (JBSC) in Potomac, Maryland, WHC offers state-of-the-art facilities for any occasion. Our meeting spaces and reception halls offer a blend of spiritual warmth, sophistication, and a contemporary flair. On the following pages you will find descriptions of our venues, guidelines for requesting space, rules and regulations, and a wealth of information as you consider a WHC venue for your celebration or meeting.

Macomb Street (DC) Facility

Irwin & Ginny Edlavitch Hall at our Macomb Street location is the proud home of one of the District's most beautiful, elegant, and versatile event spaces. Ideal for a wide range of special occasions, Edlavitch Hall has been meticulously designed with soaring ceilings, custom silver leaf and crystal chandeliers, curved bird's eye maple walls, custom carpet, and an enchanting 34' x 34' hardwood dance floor. The room's sophisticated lighting system offers a combination of low- and high-ceiling recessed lights including stationary table spots; a ceiling cove with "Lutron" cathode ray lighting illuminating in shades of blue, gold, and white; and dimmer circuits that can be adjusted from 25% to 100%. The sound system includes basic sound amplification, wired and wireless microphones, ceiling-mounted screens and projectors, and inputs for PowerPoint, CD, and DVD presentations. This space can accommodate a large group for formal or informal celebrations. Room dividers can reduce the space by one- or two-thirds for smaller, more intimate gatherings. Irwin & Ginny Edlavitch Hall is a very special venue for elegant weddings, bar/bat mitzvahs, significant family and professional events. *(Please refer to page 30 for room dimensions and capacity.)*



Macomb Street (DC) Facility

Freed Youth Wing & Atrium is a sophisticated space at the heart of the Temple; an ideal space to celebrate family *simchas*, art, music, fall colors, academic, and community events. The room is classically designed with high ceilings, warm cherry wood-paneled walls, two window walls, and a soaring marble fireplace with custom art deco screen and light fixtures. A grand piano and museum-quality art give the room the air of a grand salon from a bygone era. In use constantly for meetings, luncheons, receptions, concerts, and classes, Freed Youth Wing is a vibrant part of WHC. Opening into the sky-lit Wendy Anne Ochsman Atrium, these spaces can be combined for any number of different events or receptions. The light-filled atrium is a choice spot for cocktails, a receiving line, or a sign-in station before entering an event in Freed Youth Wing or the Albert & Shirley Small Chapel. *(Please refer to page 30 for room dimensions and capacity.)*



Macomb Street (DC) Facility



The **Dreyfuss Patio**, adjacent to the Wendy Anne Ochsman Atrium and Freed Youth Wing, is nestled in between the bucolic Rock Creek National Park and the Temple; a location that is an ideal setting for an intimate outdoor wedding, reception, or other life cycle celebration. With a trellis that can serve as a *chuppah* or focal point for a gathering, the Dreyfuss Patio has a stone and grass area that can accommodate seating for 80 people.

Macomb Street (DC) Facility



Lehrman Brides' Room is located off the Kreeger Lobby, near the Kaufmann Sanctuary and Albert & Shirley Small Chapel. This room is a perfect location for pre-life cycle event gatherings and includes a lighted make-up table and full-length mirrors. Tastefully designed and furnished, the space can also accommodate up to 20 individuals for a private, intimate dinner. With adjustable lighting and a beautifully-appointed table, the room creates the perfect atmosphere for a lovely intimate Shabbat dinner or festive meal.

The Lehrman Brides' Room is also available to any family using Edlavitch Hall as a private changing and storage area.

Macomb Street (DC) Facility

The **Ralph & Rece Ochsman Multipurpose Room**, located on the lower level, is a bright, open, warm, and inviting venue. Its gleaming wood floors and textured walls can be transformed to accommodate a myriad of event requests. Use the entire space for an energetic kids' party while adults celebrate a bar/bat mitzvah upstairs in Edlavitch Hall. Reduce the space by half, gathering around the Jerusalem Stone-encased fireplace, for a meeting or intimate discussion group. Host a stylish luncheon or dinner for a small or large group with at-home ambiance. Specifically designed to withstand the frolic and play of children for a considerable amount of the time, this room is also intended for the enjoyment of all age groups. The rich woods, textured walls and stone fireplace in this stunning space are as durable as they are gracious and welcoming. The audio-visual system in this room has a basic sound amplification component with surface and ceiling mounted speakers; two (2) wireless microphone (mic) outputs with one (1) hand-held mic and one (1) lapel mic. A maximum of three (3) additional wired mics are also available. The system has a drop-down screen and ceiling mounted projector with various inputs for CD, DVD, laptop, iPad, and an iPod dock. VGA inputs are also available.

(Please refer to page 30 for room dimensions and capacity.)

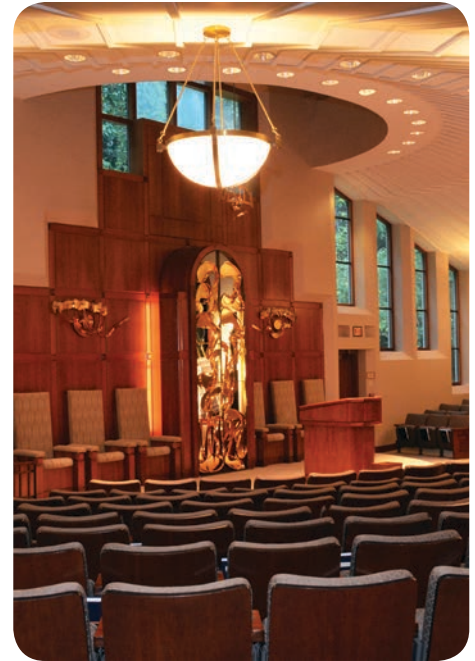


Macomb Street (DC) Facility

Kaufmann Sanctuary is a well-known and respected landmark in the Nation's Capital and throughout Reform synagogues in the United States. While ongoing religious services are the core of Jewish life at Washington Hebrew Congregation, so too are the many interfaith services and activities. Lectures, concerts, weddings, bar/bat mitzvah, and family life cycle events all find a natural home in Kaufmann Sanctuary. The motif of unfurling ribbons in David Wilson's extraordinary stained glass windows is intended to wrap around those gathered together in common purpose, whether meeting to pray, to celebrate, to learn, to listen or, on occasion, to grieve. The same motif repeats in world-renowned metal sculptor Albert Paley's blue *menorot*, flanking either side of the *bimah*. There are two organs, a baby grand piano, choir loft, professional lighting and sound systems, and comfortable seating for 2,300 in Kaufmann Sanctuary, which has live streaming and digital recording capabilities.



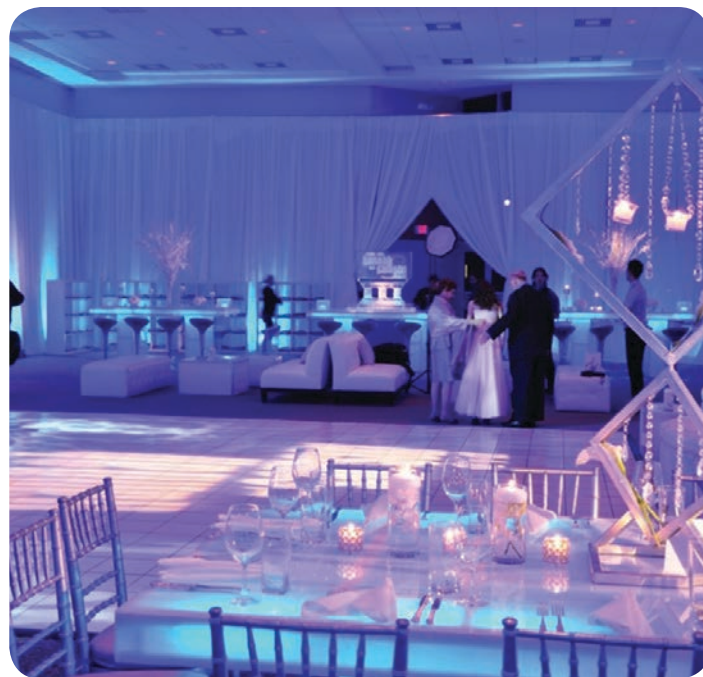
Macomb Street (DC) Facility



The beautiful design of the **Albert & Shirley Small Chapel** offers a personally-scaled, modern yet spiritual sanctuary. This is an ideal environment to host small- to medium-sized weddings, life cycle events, meetings, or discussion groups. Warm, neutral colors and linen walls are the perfect background for the important sculptured ark doors, *menorot*, and eternal light commissioned by Israeli artist Moshe Zabari. These exceptional artistic elements enhance the chapel as a private and personal place to gather for worship and celebration. The chapel, which has live streaming and digital recording capabilities, provides comfortable seating for 280.

Accessibility – Washington Hebrew Congregation offers comfort and safety and is accessible to all. Our rooms and worship areas are wheelchair-accessible and in compliance with District regulation; WHC has two wheelchairs available on site. Listening devices are readily available, as is an electric chair lift for those who find it difficult to navigate stairs.

Potomac, Maryland Facility



The **Julia Bindeman Suburban Center (JBSC)** is an ideal location to celebrate a variety of receptions, ceremonies, and meeting. The Social Hall and meeting places are state-of-the-art and offer a relaxed, informal atmosphere which is perfectly designed for large or small events. Our facilities are accessible to all with listening aids readily available. Ample parking is available on site.

The **Social Hall** is a massive, visionary space. It is carefully planned to serve an endless list of possible functions; one (1) enormous room can subdivide easily into two (2) or three (3) rooms. Running the entire width of the building, the east end includes a modern, artistic *Ark* and *bimah* flanked by stunning windows and warm wood accents. On request, any number of seats can be added depending upon how the overall room is divided. Walls and room dividers throughout the space are covered in soft, pale gray acoustical fabric that is both attractive and functional. The center section contains a stage that is ideal for a band or speaker. The third section, on the west side of the building, has large windows and easy access to a professional kitchen.

Potomac, Maryland Facility

The audio-visual system has a basic sound amplification component with surface and ceiling mounted speakers; wireless, wired, and lapel microphones are available. The system has a drop-down screen and ceiling mounted projector with various inputs for CD, DVD, laptop, iPad, and HDMI inputs, are also available.

A very attractive patterned carpet in subtle gray tones runs the entire length of the space. Built to provide everything from a beautiful space for a sacred religious service to an indoor playground for very active children, this truly defines a multipurpose room. In its entirety, the space is ideal for sales and charity events, dinners and luncheons, or trade shows. This is a space for almost every special event or party.

(Please refer to page 30 for room dimensions and capacity.)



How to Request a Venue

As you consider WHC for your celebration or meeting, we encourage you to view our facilities and to request your venue as soon as possible.

The first step is to complete our Private Event Request Form on our website. To find it, go to whctemple.org and search "Host." This form is also used to check date availability.

If you have any questions please send an email to facilities@whctemple.org and include the following:

- Your (or your organization's) name
- The desired date, time, and location of the event
- A brief description of the purpose of the event (reception, meeting, etc.)
- Any additional questions you might have

Subject to availability, the Facilities Department will then approve of your request and provide you with a contract, which will be between WHC and the individual/organization responsible for financial obligations.

In order to secure the facility, WHC requires that a signed contract, along with a non-refundable and non-transferable deposit, be returned to the Facilities Department. This agreement is non-transferable or assignable and will be valid only for the date indicated on the contract.

All WHC Temple member accounts must be current in order to secure a contract.

Usage Rules and Regulations



Kreeger Lobby

It is the responsibility of the individual signing the contract to inform all vendors, including the event planner, caterer, DJ, etc., of rules and regulations regarding the use of Washington Hebrew Congregation facilities.

WHC invites you to use the vendor of your choice (caterer, florist, etc.) as WHC does not require the use of any in-house or designated supplier.

The responsible individual/organization will also supply all vendor names and contact information to the Facilities Department prior to the event so that the Temple can be best prepared to ensure a flawlessly-executed event. This should include the name, address, phone, email, and primary contact for your event planner, caterer, music provider, photographer/videographer, florist, etc.

Buildings/Facilities

So that WHC can maintain the quality of its facilities, the individual or the organization utilizing a WHC venue is fully responsible for all loss or damage to the property during the course of an event. As specified in the contract, the responsible individual/organization expressly releases Washington Hebrew Congregation from any liability for theft, damage, or injury associated with the event. You are encouraged to check your homeowner's, renter's, or organization's insurance for coverage extended to another site for hosting your event. WHC requires proof of insurance for general liability coverage of \$1 million for your event.

All Temple facilities and equipment must be left in good condition. Event hosts and their vendors must comply with all local, state, and Federal laws.

The Temple's facilities and grounds house ritual objects, sculptures, paintings, and other fine art. These are not to be moved or removed for any event, unless written permission is granted by the Temple administration. Hanging, taping, nailing, or the use of non-approved adhesives including, but not limited to, florist putty to affix anything to the walls or ceiling of any room at WHC, is prohibited. The use of glitter, fresh flower petals, and confetti is not allowed.

Smoking is not permitted on the JBSC campus nor is it permitted inside the Temple on Macomb Street or within 20 feet of any entry or exit. Open barbecue grills are not permitted inside WHC premises. Candles placed on tables and buffets must be enclosed in glass and follow fire regulation codes.

Good Neighbors

As both facilities of Washington Hebrew Congregation are located in residential areas, we strive to be good neighbors. The following rules have been established to maintain reasonable noise and activity levels in an effort to not disturb or inconvenience surrounding property owners.

- All events must be in compliance with D.C. Municipal and Montgomery County maximum sound levels. In the District, Regulation 20-2701 stipulates that 60 db(A) is the maximum daytime sound level and 55 db(A) is the maximum for evenings. In Montgomery County, Chapter 31B of the County Code has a 65 db(A) maximum for daytime and 55db(A) for evenings. When entering or departing the facility, music, shouting, or loud voices outside the building is not permitted. In order to reduce noise levels in residential areas, items must be quietly placed into all trucks and vehicles.

Macomb Street Facilities

- All events must conclude no later than midnight. Load-out is allowed until 1:00 am.
- Delivery trucks, buses, or other commercial vehicles may not have idling or running motors or refrigeration units.
- At the Macomb Street facility, load-out of all equipment and material after 9:00 pm must be made from the rear of the Temple building through Freed Youth Wing to the parking lot.

The Congregation has very limited on-site parking at its Macomb Street location. Guests should be advised of the limited parking and to be aware of the posted parking restrictions on the neighborhood streets.

Food and Beverages

As a Reform Jewish community, Washington Hebrew Congregation seeks to maintain kosher-style facilities at its two campuses.

- Shellfish and pork products are prohibited at all WHC facilities at all times.
- No leavened bread or other prohibited foods may be served during Passover.
- At our Macomb St. facility, no dishes may be served that pre-combine meat and dairy. Guests may mix meat and dairy on their own if they so choose.
- Julia Bindeman Suburban Center (JBSC) is a nut-free building.
- Protective floor matting is required for the use of a chocolate fountain.

Food and drink will be allowed only in the venue(s) specified in the contract.



Albert & Shirley Small Chapel

Food and Beverages

Alcoholic beverages may be served in moderation as part of a cocktail hour, meal, or reception. It is the responsibility of the host, the caterer, and their staff to ensure that no alcoholic beverages are served to minors.

- No alcohol may be sold without first obtaining the required temporary licenses from the District of Columbia Alcohol Beverage Regulation Administration (ABRA) or from the Montgomery County Board of License Commissioners Department of Liquor Control.
- Washington Hebrew Congregation reserves the right to close all bars should a Temple staff member deem it necessary to protect the facility and/or safeguard individuals.
- Guests are not permitted to carry drinks, open cans, or bottles to the parking lot when leaving the facilities.
- Bartender(s), who will have the appropriate licenses as required by law, will be professional and obey all laws pertaining to the serving of alcoholic beverages.
- Beer kegs are not permitted.
- Bars must be attended at all times; free-pouring is not allowed. All alcohol must be served by bar or wait staff.

Photography Guidelines



Irwin & Ginny Edlavitch Hall

In order to help our guests create memories of their special occasion, the use of photography, flash photography, enhanced lighting, and videography is permitted at any time during your event with the following guidelines in place during religious services/ceremonies:

Bar/Bat Mitzvah: During the ceremony, still photographs and video recordings may be taken utilizing available light from the Edlavitch Tyser Balcony of the Kaufmann Sanctuary or from the rear of the Albert & Shirley Small Chapel at the Temple or from the rear of the Worship Area at JBSC. Flash photography or other enhanced lighting is not permitted. Prior to the ceremony, photographs may be taken in the worship areas or other approved location up to one-half hour preceding the service. During the week prior to the celebration, photo sessions are scheduled through the cantorial office staff. Torah scrolls are not permitted to be removed from the Ark for these photography sessions. A special Torah scroll, specifically for photo sessions, is available upon request.

Photography Guidelines

Weddings: Flash photography and videos may be taken of the processional in a discreet manner. Photographs and videos taken during the ceremony must utilize available light only and be taken from the Edlavitch Tyser Balcony of the Kaufmann Sanctuary or in the rear of the Albert & Shirley Small Chapel at the Temple or the rear of the Worship Area at JBSC. Following the ceremony, flash photography and videos may be taken of the recessional. Please ask a WHC facilities staff member to assist in the removal of podium microphones or other pre-set equipment. If you would like to request close-up photos of any portion of your ceremony, you must request approval from your officiating clergy member at least one week in advance.

Video streaming is available in select locations at the Temple. Please contact the Facilities Department for further information.



Ochsman Multipurpose Room and TOV Center

Music & Entertainment

The following guidelines have been developed to enhance your celebration and at the same time ensure the safety and well-being of those attending the event.

- Loud music is not permitted at WHC. Instruments and equipment using electrical amplifiers must adhere to local regulations. When necessary, management may direct bands or DJs to lower the volume or to shut down.
- If you plan to bring in any mechanical equipment (such as food or drink dispensers, video games, entertainment devices, etc.), you must notify the Temple staff in advance. It is not possible to store such equipment before or after the event and the Temple will not assume responsibility for these items.
- Use of WHC microphones and other equipment must be arranged in advance.
- The use of smoke/smog machines or pyrotechnics is not allowed. Water-based dry ice or cloud machines, as well as cold sparks, are permitted.
- If balloons are used, caterer, party planner, or renters are responsible for bursting and/or removing balloons prior to vacating the premises.
- If you are planning to have live music; display a video montage or show; or have a complex musical presentation, it must be tested the week prior to the event or WHC cannot be responsible for audio-visual issues. An electrical distribution plan must be shared with and approved by the Facilities Department.
- WHC audio-video equipment will be operated by or under the supervision of a WHC employee.

Equipment Delivery/Storage

WHC has limited facilities for secure storage and staging of your or your vendors' materials and equipment including, but not limited to, food, liquor, wine, beer, decorations, etc. Any request to load in such material before three hours prior to the event must be scheduled through the Facilities Department. Any early load-in or setup that does not take place while WHC is open for business will incur a \$350 per hour charge to the client.

To better coordinate Temple-related activities, load-in and load-out of flowers and rental deliveries including, but not limited to, furniture, linen, china, flatware, or glassware, must be pre-approved and coordinated through the Facilities Department. Scheduling is also required for personal staging and breakdown of additional equipment. All breakdown and move-out of equipment must be scheduled and approved by the Director of Engineering prior to the date of the event.

WHC does not assume responsibility for items left by vendors, guests, or hosts. The responsible party will ensure that either they or their vendors are responsible for removing all articles brought in during the event.

All vendors must have clean-up complete within 60 minutes (1 hour) after the contracted event end time, or two hours (1:00 am) for evening receptions.



Kaufmann Sanctuary

Vendor-Specific Rules and Regulations

Washington Hebrew Congregation does not have an official caterer or on-site catering service. At the Macomb Street facility there is a Caterer's Kitchen located on the lower level, which includes a service elevator allowing direct access to the well-equipped upper-level serving kitchen. The WHC kitchen is to be used for holding and heating off-site prepared foods.

All food service is to be conducted by an approved caterer who must provide all labor necessary for setting and arranging tables, serving food, clearing tables, and returning the premises to a neat and clean condition, including sweeping, vacuuming, and wet mopping the kitchen and venue floor and cleaning all food preparation surfaces and WHC equipment (i.e. stoves, ovens, etc.). The restrooms and adjoining hallways are to be cleared of all glassware, plates, flatware, and debris. WHC does not provide or allow vendors to use the dishwashers in our facilities.

Congregational employees are not available to assist in the execution of these tasks. WHC staff will inspect the facilities to ensure that the cleaning is satisfactory and the facilities are returned to their original state.

- There will be no dumping on the grounds.
- There is to be absolutely no food or bulk items emptied into the sinks. If caterer's refuse clogs the sink, plumbing costs will be passed along to the client.
- Caterers are responsible for maintaining cleanliness in the kitchens during the event and the immediate cleanup of any spills or breakage.
- All caterers working at Washington Hebrew Congregation must provide copies of their current business licenses and food service permit. A copy of the caterer's current Certificate of Liability Insurance listing Washington Hebrew Congregation as Certificate Holder (Additional Insured) and showing Worker's Compensation and Employers' Liability must be received one month prior to the scheduled event. Failure to provide proof of insurance will result in the cancellation of the contract.

Vendor-Specific Rules and Regulations

- Caterers are responsible for unloading, loading, setup and breakdown, re-loading of all goods, including tables and chairs.
- Decor companies are responsible unloading, construction, setup, breakdown, and load-out of all decorations, non-WHC furniture, centerpieces, drapery, etc.
- Any decor being set up in the Lobby must allow for easy entrance and exist of all ceremony attendees.
- No food, beverages, or service items may be set in the Lobby until 15 minutes after the ceremony begins.
- Any construction or set-up in the Lobby must take place at least 30 minutes before the start of the ceremony or 15 minutes after the ceremony begins. Once the ceremony has started, the use of power tools is prohibited.
- At the conclusion of the event, equipment, furnishings, and all event-related stock and supplies are to be neatly placed by the caterer in the area designated by WHC staff.
- All garbage bags are to be sealed before caterer takes them to the dumpster.
- Caterers must provide all necessary tools to carry out their function. WHC trash cans may be used. Vendors must supply the trash bags.
- Leftover food is to be properly disposed of and removed from the premises.
- Caterers are responsible for any damage to WHC kitchen equipment.
- The client is ultimately responsible for any damage to WHC property, even if caused by their guests or vendors. WHC will charge the client for repairs.

Security

Security officers are required for all functions and will be arranged by WHC at the expense of the client. These officers are uniformed and armed for the protection and safety of everyone entering or leaving the building. Following are the security requirements:

- For bar/bat mitzvah or youth-oriented celebrations, two officers up to 150 children; three officers for 151 children or more.
- For weddings, banquet, or other adult-oriented celebrations, one officer is required. Events with attendance of more than 300 adults may require two or more security officers.
- One security officer is required for a Friday night Shabbat Dinner or Saturday afternoon sponsored Kiddush.
- Security is scheduled for a five-hour minimum through vendor load-out. (The Shabbat Dinner and Kiddush packages offer a two-hour minimum for security personnel.)
- Additional security charges, if incurred, will be billed after the event with payment due within 30 days of additional billing. The current rate is \$72 per officer, per hour.
- Privately-hired security does not qualify towards this requirement.

Any publicity concerning WHC must be cleared and approved by the WHC Executive Director.

WHC Staff

Our staff is ready and eager to assist you. Our team is professional, courteous, and available to ensure that your event is a special and memorable occasion.

The following staff members have extensive experience in the hospitality industry:

- Mohan Mistry, Director of Engineering, will work with you and your vendors to ensure the operational logistics run smoothly and efficiently. He can be reached at 202-895-6324 or mmistry@whctemple.org.
- Rich Gordon, Program Manager, will assist all clients through the contract process. For events at Temple in DC, he is ready to assist you with your event planning so that your celebration or meeting exceeds your expectations and is truly memorable. He can be reached at 202-895-6337 or rgordon@whctemple.org.
- Mike Aguilar, Facilities Manager, JBSC, is dedicated to serving your needs with our Potomac, Maryland facility. A consummate professional, he will diligently work to ensure the success of your event, and with a smile. He can be reached at 301-354-3284 or maguilar@whctemple.org.
- Beth Donaldson, Cantorial Office Manager and B'nei Mitzvah Coordinator, is here to assist all Member B'nei Mitzvah families with the details surrounding their service. She is also your point of contact for scheduling any on-site photo shoots before the big day. Beth can be reached at 202-895-6309 or bdonaldson@whctemple.org.

Before and during your event, the staff is a resource you can turn to with trust. They will attend to your needs and desires and ensure that your event is a memorable occasion. In addition to their customer service responsibilities, they are also there to ensure everyone's safety and that all local and Temple rules and regulations are followed. Their dedication and cooperation will forge and maintain a strong and lasting working relationship with our members and customers.

Available Furnishings



JBSC Grounds



Macomb: Tables and chairs are available for use during event times only:

- (15) 6' rectangular tables (72" x 30"); seats 8 adults comfortably
- (18) 8' rectangular tables (96" x 30"); seats 10 adults comfortably
- (28) 6' round tables (72" diameter); seats 10 adults comfortably
- (25) 5' round tables (60" diameter); seats 8 adults comfortably
- (6) 36" café tables (36" round x 30" high); seats 4 adults comfortably
- (6) high tops (33" round x 42" high)
- (350) ivory fabric chairs
- (300) ivory vinyl chairs
- (2) 30" round bistro tables
- (2) 30" square tables
- (6) high chairs

Available Furnishings

JBSC: Tables and chairs are available for use during event times only:

- (24) 6' rectangular tables (72" x 30"); seats 8 adults comfortably
- (10) 8' rectangular tables (96" x 30"); seats 10 adults comfortably
- (43) 6' round tables (72" diameter); seats 10 adults comfortably
- (15) 5' round tables (60" diameter); seats 8 adults comfortably
- (600) gray fabric dinner chairs
- (400) burgundy fabric chairs (meetings or religious services only)
- (200) patio chairs

Available in addition to your contract fee are (400) ivory dinner and salad plates, soup bowls, bread & butter plates, cups, saucers and water and wine glasses. Flatware includes (400) dinner forks, knives, soup and teaspoons. Serving spoons, forks and tongs are also available.

China, flatware and glassware are available at an additional charge.

Clients are responsible for the replacement cost of WHC utensils taken off-property or damaged.

Room Dimensions and Capacity



Freed Youth Wing



Irwin & Ginny Edlavitch Hall



Room Dimensions and Capacity

Venue	Dimensions (L x W x H)	Area (Sq. Ft.)	Banquet (Seating)	Buffet (Seating)	Theatre (Seating)	Schoolroom (Seating)
Irwin & Ginny Edlavitch Hall	109' x 50' x 20'	5,450	400	340	760	380
2/3 Section	75' x 50' x 20'	3,750	300	230	500	250
1/3 section	34' x 50' x 20'	1,700	100	80	150	80
Freed Youth Wing & Atrium	42' x 35' & 22' x 9'	1,756	180	130	140	80
Ochsman Multipurpose Room	65' x 49' x 8'6"	3,185	220	180	300	190
JBSC Social Hall		7,820	450	400	650	400
Section A	55' x 44' x 22'	2,420	120	100	120	80
Section B	55' x 55' x 22'	3,035	250	200	350	160
Section C	55' x 35' x 22'	1,925	100	80	150	60

Please contact us for information about seating capacities with dance floor and drop-down screens.

Full Reception Fees

Rates include three hours set-up time, function time, and breakdown time. Evening load-out must end by 1:00 am. Each additional hour or fraction thereof will be charged at \$350 per hour.

WHC requires an initial non-refundable, non-transferable deposit of 25% of the event fee to be submitted along with the signed contract. Nine months prior to the event date, a payment of 50% is due; three months prior to the event date, the final 25% payment is due. These terms may be adjusted at WHC's discretion.

Failure to comply with the pre-determined payment schedule will result in forfeiture of facility usage and all fees paid to date.

Included with your facility use are: tables, chairs, and stage and Edlavitch Hall also include: dance floor, use of built-in projectors and screens with WHC technicians, and use of Kreeger Lobby. Available at an additional cost, are: china, flatware, glassware, extra rooms (if available), and at JBSC, A/V equipment and technician.

Non-member receptions are six hours. Post-event breakdown and final cleaning are included in the fees at JBSC.

Member receptions at Temple are four hours. An additional hour can be added at no extra cost, but will reduce the time for vendors to breakdown at the end of the evening and is discouraged.

Member receptions at JBSC can be longer than four hours depending on availability, and for an additional fee.

Building	Room	Ideal Max # Guests	WHC Members	Non-Members
Temple	Edlavitch Hall – Full Room	275	\$4,625	\$6,000
Temple	Edlavitch Hall – 2/3 Room	175	\$3,725	\$5,000
Temple	Ochsman Multipurpose Room	200	\$3,725	\$5,000
Temple	Freed Youth Wing & Atrium	80	\$1,675	Not Available
JBSC	Social Hall – Full Room	450	\$3,925	\$5,225
JBSC	Social Hall – 2 Sections	300	\$3,425	\$4,500
JBSC	Social Hall – Section B	150	\$2,675	\$3,200

With contracts for Full Edlavitch Hall, Freed Youth Wing can be reserved as an additional event space for a flat rate of \$500.



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3935 Macomb Street NW, Washington, DC • 202-362-7100 • whctemple.org