



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 b'nei 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 St. (DC) Facility

Irwin & Ginny Edlavitch Hall

One of the District's most beautiful, elegant, and versatile event spaces. 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, this room is ideal for a wide range of special occasions.

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 laptop, 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, b'nei mitzvot, and significant family and professional events.

(Please refer to pages 26-27 for room dimensions and capacity.)



Macomb St. (DC) Facility

Freed Youth Wing & Atrium

A sophisticated space at the heart of the Temple; this is an ideal space to celebrate family simchas 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, concerts, and classes, Freed Youth Wing is a vibrant part of WHC. Opening into the sky-lit Wendy Anne Ochsman Atrium and beyond to the outdoor Dreyfuss Patio, these spaces can be combined for any number of different events.

(Please refer to pages 26-27 for room dimensions and capacity.)

Lehrman Brides' Room

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.



Tastefully designed and furnished, the space can also accommodate up to 22 individuals for a private, intimate meal, and also includes a lighted make-up table and full-length mirrors. 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 St. (DC) Facility

Ochsman Multipurpose Room

Located on the lower level, Ochsman Multipurpose Room is a bright, open, and inviting venue. Its gleaming, durable wood floors and textured walls can be transformed to accommodate a myriad of event requests. Use the entire space for a b'nei mitzvah reception; reduce the space by half, and gather around the Jerusalem stone-encased fireplace for a meeting or intimate discussion group; or host a stylish luncheon or dinner for a small or large group with at-home ambiance. 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 HDMI, CD, DVD, and laptops.

(Please refer to pages 26-27 for room dimensions and capacity.)



Macomb St. (DC) Facility

Kaufmann Sanctuary

A well-known and respected landmark in the nation's capital and throughout Reform synagogues in the United States, Kaufmann Sanctuary serves as the beautiful backdrop for many of our worship services. It also plays host to interfaith services, lectures, concerts, weddings, b'nei mitzvah services, and other family life cycle events.

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.

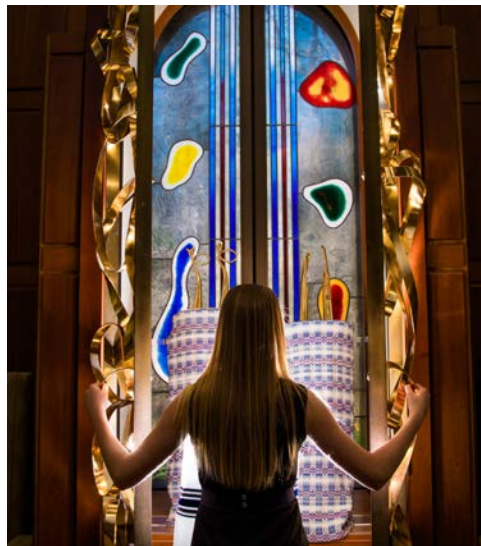


Macomb St. (DC) Facility

Albert & Shirley Small Chapel

The beautiful design of this space 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 regulations; 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.

For wheelchair access onto the bimahs, a ramp can be provided in the Chapel, and a wheelchair lift can be provided in the Sanctuary. Both require advance notice.

Potomac, Maryland Facility

Julia Bindeman Suburban Center

Located in the heart of Potomac, Maryland, the Julia Bindeman Suburban Center (JBSC) is an ideal location to host a variety of receptions, ceremonies, and meetings. The Social Hall and meeting places are state-of-the-art and offer a relaxed, informal atmosphere that is perfectly designed for large or small events. Ample parking is also available on-site.



Social Hall

This massive, visionary space 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.

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 pages 26-27 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 access it, scan the QR code below or go to whctemple.org/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

The Facilities Department will then provide you with a price quote, approve your request, and provide you with a contract, which will be between WHC and the individual/organization responsible for financial obligations. Please note that contracts cannot be issued in the names of party/event planners.

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 may not be reassigned to anyone other than the person or organization on the contract, 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.

Scan to access the Private Event Request Form



Usage Rules & Regulations

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. For convenience, a list of vendors with experience working WHC Member events will be sent to Members during their contracting process.

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 are 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.

For ceremonies in Worship Spaces at Temple, no decor is allowed on the floors of the aisles. Fake flower petals may be used during wedding ceremonies for a processional/recessional. For weddings in Kaufmann Sanctuary, streamers and/or fake floral arrangements may be used along the back of the main aisle to keep your guests seated in the front sections.

Buildings / Facilities

Macomb St. Facilities

All events must conclude no later than 11:00 pm.* Load-out is allowed until midnight.

*Contracts awarded before 2021 may allow for later end times. In these cases, load-out is allowed for 1 hour after the conclusion of the event.

- Delivery trucks, buses, or other commercial vehicles may not have idling or running motors or refrigeration units.
- Load-out of all equipment and material after 11:00 pm must be made from the rear of the Temple building through Freed Youth Wing to the parking lot.
- Kreeger Lobby set-up must be planned as follows:
 - Evening Receptions (6:30-11:00pm)
 - Before 4:45pm - Set-up all tables, chairs, linens, decor & "builds," glasses, trays, ice, and anything that makes significant noise. Bar items may be brought out but must be hidden or covered until 5:15pm.
 - Between 4:45-5:15pm - No work may be done in Lobby.
 - After 5:15pm - Set out all bar items, light any candles, bring out food, etc. WHC Facilities staff will dim lighting (if requested) around 6:15pm.
 - Afternoon Receptions (12:00-4:30pm)
 - Before 10:15am - Set-up all tables, chairs, linens, decor & "builds," glasses, trays, ice, and anything that makes significant noise. Bar items may be brought out but must be hidden or covered until 5:15pm.
 - Between 10:15-10:45am - No work may be done in Lobby.
 - After 10:45am - Set out all bar items, light any candles, bring out food, etc. WHC Facilities staff will dim lighting (if requested) around 6:15pm.

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.

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 or 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.
- All WHC facilities and equipment must be left in good condition.
- Event hosts and their vendors must comply with all local, state, and Federal laws.
- No open beverages may be taken outside the facilities.
- No tailgating is permitted on WHC properties, including food, beverages (both alcoholic and non-alcoholic), grilling, or otherwise.



Food & 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.
- The Julia Bindeman Suburban Center (JBSC) is a nut-aware building. WHC discourages serving foods that contain nuts at JBSC but does not expressly disallow it.
- Protective floor matting is required for the use of a chocolate fountain.
- Food and drink will be allowed only in the space(s) specified in the contract.
- No food from private events may be left at WHC facilities after the conclusion of the event. Hosts or caterers must remove all leftovers by the end of the evening.



Photography Guidelines

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:

B'nei 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 locations up to one-half hour preceding the service. During the week prior to the celebration, photo sessions are scheduled through the cantorial office staff (see page 23). 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. Please ask a WHC facilities staff member to assist in the removal of podium microphones or other pre-set equipment.

Weddings

Photography and videos may be taken throughout the ceremony in a discreet manner. Photographs and videos taken during the ceremony must utilize available light only. Photographers and videographers are welcome to move about the rear and periphery of the ceremony room, as long as it is not distracting for clergy and guests. If the movement becomes a distraction, the photographer or videographer may be asked to remain stationary for the duration of the ceremony. Flashes may be used only during the processional and 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 the Chapel and Sanctuary at the Temple. Please contact the Facilities Department for further information.

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. Refer to page 15 for specifics.
- 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 always possible to store 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. Additional prohibited items are listed on page 13.
- 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. The client is responsible for providing a playback device such as a laptop, and for "pressing play" at the designated time.

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 \$425 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, ending no later than midnight.*

**Contracts awarded before 2021 may allow for later end times. In these cases, load-out is allowed for 1 hour after the conclusion of the event.*



Vendor-Specific Rules & 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 a 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.

- No dumping on the grounds. Caterers must remove all trash from the site in their trucks - no access to WHC dumpsters.
- Absolutely no food or bulk items may be 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 & Regulations

- Caterers are responsible for unloading, loading, setup and breakdown, and reloading of all goods, including tables and chairs.
- Decor companies are responsible for 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 exit of all ceremony attendees.
- All construction and food or beverage service items, including glasses and (if possible) ice, should be set in the Lobby no later than 15 minutes before the ceremony begins, as well as any other items that make noise. Tables, chairs, linens, and decor may also be set during this time. No actual food or beverages may be set in the Lobby yet.
- No work may be done in the Lobby from 15 minutes before to 15 minutes after the ceremony begins. See page 14 for full details.
- 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. 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 b'nei mitzvah or youth-oriented celebrations: two officers up to 149 children; three officers for 150 children or more, with one of the three stationed inside the reception space if the security team deems necessary.
- For weddings, banquets, 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 immediately upon WHC learning of the need, and payment will be due within 30 days. If the need is determined before the contract is issued, it will be included in the contract.
- Privately hired security does not qualify towards these requirements.

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 non-WHC members and their vendors to ensure the operational logistics run smoothly and efficiently for events at Temple in DC. He can be reached at 202-895-6324 or mmistry@whctemple.org.
- Rich Gordon, Program Manager, will help all potential clients with questions about availability, price quotes, and the contracting process. For member 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.
- Kasia Kurleto Spadano, B'nei Mitzvah Coordinator, is here to assist all member b'nei mitzvah families with their service and with scheduling any on-site photo shoots. Kasia can be reached at 202-895-6309 or kkurleto@whctemple.org.

Before and during your event, our 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 Washington Hebrew Congregation rules and regulations are followed.

Available Furnishings

Macomb Street Facility

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

Potomac, Maryland Facility

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, glassware, and dance floor are available at an additional charge.

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



Facility Capacities & Fees

Shabbat Dinners & Kiddush Lunches (WHC Members Only)

- Standard contracts are 2 hours and include mandatory security.
- Shabbat Dinners – Most Friday evening services take place at Temple, however once a month they are at JBSC for “Shabbat@WHC - JBSC.” Unless you know that your Friday service will be at JBSC, we recommend requesting your dinner at Temple. Contracts can be transferred if the location changes, however you will be charged the price for the room you ultimately use.
 - Shabbat Dinner contracts include dining and serving tables, chairs, and kitchen access, and do not include flatware, glassware, china, linens, etc. Coffee/tea available upon request.
- Kiddush Lunches – All Saturday morning services are held at Temple, and therefore we recommend having your lunch there as well.
 - Kiddush Lunch contracts include tables, chairs, basic white/beige linens, flatware, glassware, and china. Coffee/tea available upon request.

Building	Room	Max Capacities		Shabbat Dinner	Kiddush
		Buffet	Banquet		
Temple	Edlavitch Hall – Full Room	340	410	\$2,125	\$2,550
Temple	Edlavitch Hall – 2/3 Room	235	260	\$1,300	\$1,750
Temple	Edlavitch Hall – 1/3 Room	100	125	\$700	\$1,300
Temple	Ochsman Multipurpose Room	200	235	\$1,225	\$1,750
Temple	Freed Youth Wing & Atrium	110	160	\$725	\$1,350
Temple	Freed Youth Wing (No Atrium)	60	100	\$575	\$1,075
Temple	Lehrman Brides’ Room	22	22	\$375	\$550
JBSC	Social Hall – One Section	100	135	\$675	n/a

Facility Capacities & Fees

Full Receptions

- Member Receptions are four-and-a-half (4 1/2) hours and include access to the Brides' Room (Temple) or Youth Lounge (JBSC) for client's private use throughout the event. Saturday evening B'nei Mitzvah Receptions at Temple cannot be extended.
 - Members receiving contracts for Full Edlavitch Hall may also request Freed Youth Wing as an additional event space for a flat rate of \$500.
- Non-Member Receptions are a minimum of six (6) hours. Non-Members with a reception contract may request use of the Youth Lounge for client's private use (changing clothes, storage, etc.) for a flat rate of \$200.
- Reception contracts include three (3) hours of load-in/setup, and one (1) hour of breakdown/cleanup. Extra time is \$425/hour regardless of venue or membership.
- Contracts at Temple include tables, chairs, kitchen access, dance floor (Edlavitch Hall only), and use of built-in A/V system. Not included are flatware, glassware, china, linens, or WHC-provided breakdown or cleaning.
- Contracts at JBSC include tables, chairs, kitchen access, post-event breakdown, and final cleaning. Not included are flatware, glassware, china, linens, dance floor, or use of built-in A/V system.

Building	Room	Max Capacities Buffet Banquet		WHC Members	Non- Members
Temple	Edlavitch Hall – Full Room	225	270	\$5,350 <small>Add'l hours - \$1200/hr</small>	\$7,650 <small>Add'l hours - \$1275/hr</small>
Temple	Edlavitch Hall – 2/3 Room	120	130	\$4,400 <small>Add'l hours - \$975/hr</small>	\$6,175 <small>Add'l hours - \$1050/hr</small>
Temple	Ochsman Multipurpose Room	200	235	\$4,400 <small>Add'l hours - \$975/hr</small>	\$6,175 <small>Add'l hours - \$1050/hr</small>
Temple	Freed Youth Wing & Atrium	110	160	\$2,375 <small>Add'l hours - \$525/hr</small>	Not Available
JBSC	Social Hall – Full Room	400*	450*	\$4,000 <small>Add'l hours - \$900/hr</small>	\$6,250 <small>Add'l hours - \$1050/hr</small>
JBSC	Social Hall – 2 Sections	300	375	\$3,600 <small>Add'l hours - \$800/hr</small>	\$5,400 <small>Add'l hours - \$900/hr</small>
JBSC	Social Hall – Section B	200	250	\$2,800 <small>Add'l hours - \$625/hr</small>	Not Available

**Events with 400 or more attendees will be charged a fee (in addition to the Facility Use fee above) to cover the increased costs of security and maintenance. This fee will be determined by the Facilities Department on a case-by-case basis, and may be determined during the event if over 400 guests are in attendance.*

Vendor List

This list contains the names and contact information for several vendors who have worked with WHC and our Members on private events in the past few years.

You are welcome to hire any vendor you choose for your upcoming event, as long as they carry the necessary liability insurance and follow the rules and regulations set by WHC (see previous pages).

The vendors listed are NOT intended to be all-inclusive, nor are they the only vendors acceptable to work at WHC facilities. You are free to contact any vendor you wish.

If you have any questions about a vendor who may or may not be listed, please feel free to ask us.

Rich Gordon
rgordon@whctemple.org
202-895-6337
Events at Temple, DC

Mike Aguilar
maguilar@whctemple.org
301-354-3285
Events at JBSC, Potomac

Mohan Mistry
mmistry@whctemple.org
202-895-6324

Event Planners

Ali Weitzman Events

Ali Weitzman

202-302-2001

ali@awe13.com

<https://www.awe13.com>

DEA Events

(also Decor)

Dan Cohen

954-770-2785

dan@dea.events

<http://dea.events>

Linda King Events

Linda King

301-828-5218

eventsbylindaking@gmail.com

Events by RAW Design

Rachel Weisman

301-717-6979

rawdesignmd@gmail.com

<https://www.eventsbyrawdesign.com>

Evoke Design & Creative

Jodi Moraru

jodi@evokedc.com

<https://www.evokedc.com>

Pop Color Events

Brynne Magaziner

202-780-8818

brynne@popcolorevents.com

<https://popcolorevents.com>

Rave Reviews

Wendy Raab

301-370-1360

wendy@4ravereviews.com

<https://www.4ravereviews.com>

Sara Muchnick Events

Sara Muchnick

240-305-9700

sara@smeventsd.com

<http://www.smeventsd.com>

SAVE The DATE, LLC EVENTS

Cara Weiss & Christine Ash

cara@savethedatellcevents.com

christine@savethedatellcevents.com

<https://savethedatellcevents.com>

The Write Occasion LLC

Dana Nestel

202-491-3339

dana@writeoccasionmd.com

<https://writeoccasionmd.com>

Caterers and Other Related Services

ACE Beverage

Mary Bruce Leigh

202-966-4444

ace@acebevdc.com

<https://www.acebevdc.com>

Main Event Caterers

Sarah Miller

703-820-2028 x234

sarah@maineventcaterers.com

<https://maineventcaterers.com>

Attman's Potomac Deli

Sam Lerner

301-765-DELI (3354)

sam@potomacvillagedeli.com

<https://attmansdeli.com>

Preserve Wine & Spirits

Dee Kapoor

410-487-6729

arundelwine@hotmail.com

<https://www.yelp.com/biz/preserve-wine-and-spirits-hanover>

Bethesda Bagels

Kate or Danny Fleishman

518-312-9831 or 301-717-2516

kate@bethesdabagels.com

danny@bethesdabagels.com

<https://www.bethesdabagels.com>

Provisions Catering

Bunny Dwin or Augie Bove

301-984-4411

service@cateringbyprovisions.com

 [@provisionscateringdc](https://www.instagram.com/provisionscateringdc)

Catering by Seasons

Glynis Keith

301-502-1143

gkeith@cateringbyseasons.com

<https://www.cateringbyseasons.com>

Roberta Krasner

(Kiddushes, Shabbat Dinners, Brunches)

301-340-8001

rkrasner51@aol.com

Lebanese Taverna

Ramzi Osseiren

703-841-1503

ramzi@cateringbylt.com

<https://www.lebanesetaverna.com>

Spilled Milk Catering

Heather Ellis

202-525-6455

heather@spilledmilkcatering.com

<http://www.spilledmilkcatering.com>

Music and Entertainment

Carbone Entertainment

Karen Carbone

301-572-7717

karen@carboneentertainment.com

<https://carboneentertainment.com>

Snap Entertainment

Nick Muzzatti

240-386-8042

sales@snapentertainment.net

<https://snapentertainment.net>

Efotoz

Alvin and Armi Colasito

240-706-7680

event@efotoz.com

<https://efotoz.com>

Talk of the Town

Steve Rothenberg

301-738-9500 x100

steve@tottevents.com

<https://tottevents.com>

Glam on the Go

Rachel Tesch

732-570-2088

glamonthegonj@gmail.com

 [@glamonthegonj](https://www.instagram.com/glamonthegonj)

Unique Dreams

Chris Schultz

301-253-9021

sales@uniquedreams.net

<http://uniquedreams.net>

Limelight Event Group

Julian Ross

215-357-LIME (5463)

julianross.limelight@gmail.com



Washington Talent Agency

(also Decor and Photo & Video)

Marcie Robinson

301-919-1023

marcie@washingtontalent.com

<https://washingtontalent.com>

NYX Entertainment & Events

Howie Teger

301-984-0500

info@nyxevents.com

<https://nyxevents.com>

Decor, Lighting, and Florists

AFR Furniture Rental

Aundrea Hopkins & Trish Moore
980-201-6197 (Aundrea)
ahopkins@rentfurniture.com
tmoore@rentfurniture.com
<https://afrevents.com>

Camper Design Studio

Aaron Camper
703-347-1795
greetings@camperdesignstudio.com
<https://www.camperdesignstudio.com>

DaVinci Florist & Event Design

Sharone Abarjel
301-588-8900
davinciflorist@gmail.com
<https://www.davinciflorist.com>

DEA Events

(also Event Planners)
Dan Cohen
954-770-2785
dan@dea.events
<http://dea.events>

Edge Floral Event Designers

Steven Ornstein
301-330-5232
info@edgeflowers.com
<https://www.edgeflowers.com>

Electric Events DC

Geoff Sockol
301-370-1125
geoff@electriceventsdc.com
<https://www.electriceventsdc.com>

Revolution Events

Emily Saltysiak
443-386-7520
emily@eventrevolution.com
<https://eventrevolution.com>

Something Vintage

Molly Hoyt
202-596-8445
molly@somethingvintagerentals.com
<https://www.somethingvintagerentals.com>

Washington Talent Agency

(also Music & Entertainment and Photo & Video)
Marcie Robinson
301-919-1023
marcie@washingtontalent.com
<https://washingtontalent.com>

Photographers and Videographers

Amanda Gilley Photography

Amanda Gilley

202-577-6057

amandagilleyphoto@gmail.com

<https://www.amandagilley.com>

Rachael Spiegel Photography

Rachael Spiegel

443-421-5663

info@mitzvahphotographer.com

<https://mitzvahphotographer.com>

Bowen Films

Tom Bowen

301-294-5300

tom@bowenfilms.net

<https://www.bowenfilms.net>

Rich Riggins Photography

Rich Riggins

Wedding & Event Photographer

443-621-6211

rich@richriggins.com

 [@richrigginsphotography](https://www.instagram.com/richrigginsphotography)

Bradley Images

Brad Zisow

410-902-6664

brad@bradleyimages.com

<https://www.bradleyimages.com>

Suburban Video

Shawn McNally

301-315-6300

shawn@suburbanvideo.com

<https://suburbanvideo.com>

Lacey Ann Photography

Lacey Ann Johnson

310-714-1213

laceyannphoto@gmail.com

<https://laceyannphotography.com>

Washington Talent Agency

(also Music & Entertainment and Decor)

Marcie Robinson

301-919-1023

marcie@washingtontalent.com

<https://washingtontalent.com>

Matt Mendelsohn Creative

Matt Mendelsohn

703-795-8659

matt@mattmendelsohn.com

<https://www.mattmendelsohn.com>

Miscellaneous

Abby's Events

Abby Newburger
Wedding Coordinator
240-462-2264
abbys.eventsg2g@gmail.com
 @abbys.events.g2g

Atlantic Valet

Valet Parking
Natnael Abraham
202-407-9555
nabraham@asgpark.com
<https://asgpark.com/about/?tab=valet>

Bethesda-Area Marriott Hotels

Danielle Larmett
240-274-1013
danielle.larmett@marriott.com
<https://www.marriott.com>

CLT3 Security Logistics

Internal Security
Cheryl Tyler
240-481-7756
info@clt3consulting.com
<https://clt3consulting.com>

David Wells

Internal Security
Montgomery County PD
240-876-2187
wells9533@verizon.net

DTS Transportation

Mary Davis
301-476-8490
mary@dtstransportation.com
<http://dtstransportation.com>

Perri Burka

ASL Interpreter
301-807-7940 (call or text)
pbinterpreting@gmail.com
<https://www.pbinterpreting.com>

RCI Systems

A/V Support
David Ballenger
301-931-9001 x217
davidb@rcisystems.com
<https://www.rcisystems.com>

U.S. Sedan Service Worldwide

Nhi Chau
888-877-3326 or 703-661-1331
reservations@ussedan.com
<https://ussedan.com>