



# WASHINGTON HEBREW CONGREGATION

## 2025 FACILITIES GUIDE

3935 MACOMB ST. NW  
WASHINGTON, DC 20016

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*Photos throughout this guide are credited to:  
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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 24-26 for capacities and pricing.)*



# 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. You have the option to expand your event space by adding on the sky-lit Wendy Anne Ochsman Atrium, which also gives you access to the outdoor Dreyfuss Patio.

*(Please refer to pages 24-26 for capacities and pricing.)*



## Lehrman Brides' Room

Located off the Kreeger Lobby, near the Kaufmann Sanctuary and Albert & Shirley Small Chapel, this room is a perfect location for small gatherings.



Tastefully designed and furnished, the space can 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 as a private changing and storage area. to any family using Edlavitch Hall (2/3 or Full).

*(Please refer to pages 24-26 for capacities and pricing.)*

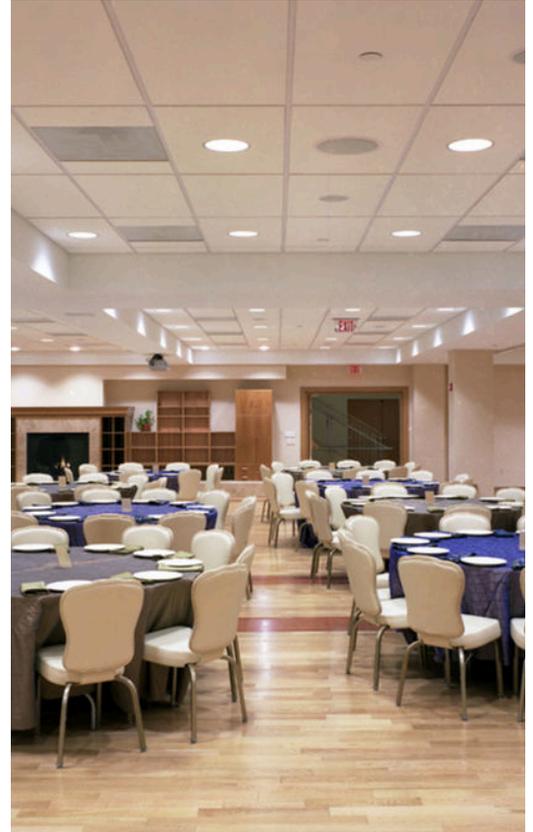
# Macomb St. (DC) Facility

## Ochsman Multipurpose Room

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

The room includes a modern, built-in audio-visual system, with ceiling-mounted speakers, projector, and drop-down screen, and wireless and wired microphones.

*(Please refer to pages 24-26 for capacities and pricing.)*



## Kreeger Lobby

Located in the center of our DC facility, Kreeger Lobby is a gorgeous, multifunctional space with soaring stained-glass windows, and is the home of our statues demonstrating the richness of Jewish rituals, pageantry, and music. The lobby is adjacent to Kaufmann Sanctuary, Edlavitch Hall, and the Lehrman Brides' Room; is very close to the Albert & Shirley Small Chapel; and is directly upstairs from Ochsman Multipurpose Room.

Most reception contracts include use of Kreeger Lobby for your cocktail hour at no additional charge. The room may also be reserved for sit-down meals, dessert and coffee receptions, and more.

*(Please refer to pages 24-26 for capacities and pricing.)*



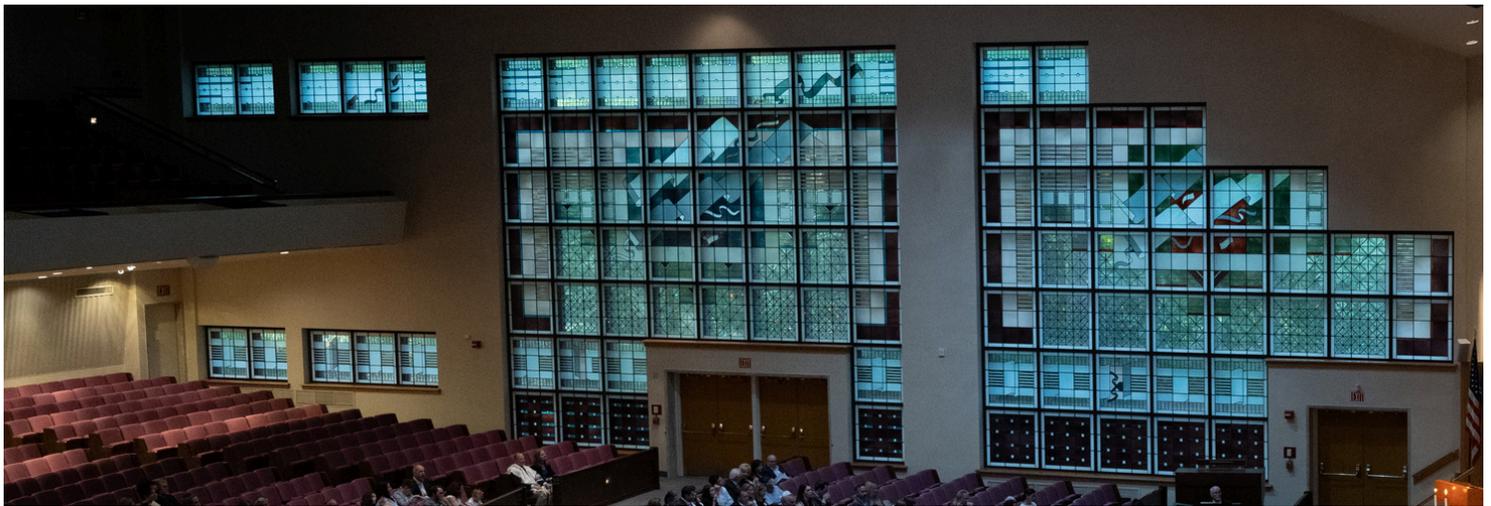
# Macomb St. (DC) Facility

## 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. Kaufmann Sanctuary features two organs, a baby grand piano, a choir loft, professional lighting and sound systems, livestreaming and digital recording capabilities, and comfortable seating for 2,300.

*(Please refer to pages 24-26 for pricing.)*



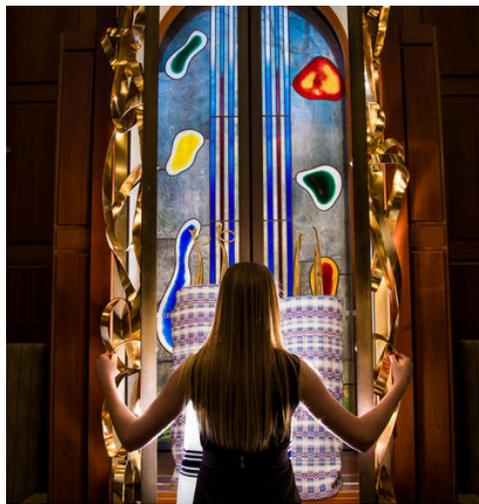
# Macomb St. (DC) Facility

## Albert & Shirley Small Chapel

The beautiful design of this space offers a personally-scaled, modern, 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.

*(Please refer to pages 24-26 for pricing.)*



## Accessibility

Washington Hebrew Congregation's worship areas are wheelchair-accessible and in compliance with District regulations\*. WHC has three wheelchairs on site, listening devices, and an electric chair lift at our parking lot entrance for those who find it difficult to navigate stairs.

*\*Wheelchair access to the Sanctuary bimah requires advanced notice.*

We are happy to recommend resources for ASL interpretation and closed captioning for livestreams.

# 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 celebrate 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 visionary space is planned to serve an endless list of possible functions; one (1) enormous room can subdivide easily into two (2) or three (3) sections. 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. 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 access to a professional kitchen. This is a space for almost every type of special event or party.

The room has built-in speakers and multiple microphones, as well as a drop-down screen and ceiling-mounted projector.

*(Please refer to pages 24-26 for capacities and pricing.)*

# How to Request a Venue

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

If you are the family of an upcoming B'nei Mitzvah, you will receive an email with details and a link to our Private Event Request Form shortly after receiving the ceremony date. Completing this form is required for all B'nei Mitzvah celebrations.

Other members requesting private events are not always required to complete the form, but it is strongly encouraged. The link and a QR code are below.

Non-Members & Non-Profit Organizations requesting an event are required to fill out the same Private Event Request Form - the link and QR code are below.

To request information on hosting an event, scheduling a tour, or if you have any questions, please send an email to [facilities@whctemple.org](mailto: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 or schedule of the event
- 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 initial payment, 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.

["Host an Event" Webpage & Private Event Request Form](#)



# Usage Rules & Regulations

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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 your convenience, a list of vendors with experience working WHC Member events is available on our [Host an Event at WHC](#) webpage.

The responsible individual/organization will also supply all vendor names and contact information to the Facilities Department prior to the event so that WHC 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.

## **Events on Federal Holidays**

WHC facilities are not available for private events on Thanksgiving Day, Christmas Eve or Day (December 24-25), or New Year's Eve or Day (December 31-January 1).

Private events may be possible during the following holidays/holiday weekends. Events during these dates are charged a \$500 per day premium, and the security fee will be doubled. This is not charged to members celebrating B'nei Mitzvot whose ceremony is at WHC that weekend.

For specific dates, please contact the WHC Facilities Department.

- MLK Weekend (Saturday-Monday)
- Presidents' Day Weekend (Saturday-Monday)
- Memorial Day Weekend (Saturday-Monday)
- Juneteenth (June 19\*)
- Independence Day (July 4\*)
- Labor Day Weekend (Saturday-Monday)
- Columbus/Indigenous Peoples' Day Weekend (Saturday-Monday)
- Thanksgiving Weekend (Friday-Sunday)
- Christmas Weekend\*
- New Year's Weekend\*

\*If these holidays fall between Friday-Monday, then the weekend and/or "observed" day are included.

# Buildings / Facilities

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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 WHC 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 WHC administration. Hanging, taping, nailing, or the use of non-approved adhesives including, but not limited to florist putty, Command Strips, etc. 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 Temple 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 & Good Neighbors**

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## **Temple**

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

- 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 timing must be scheduled with services and guest safety in mind. Specific details will be provided with your contract.
- No dumping on the grounds. Caterers must remove all trash from the site in their trucks - no access to WHC dumpsters.

There is limited on-site parking at Temple. Guests should be advised of this and to be aware of posted parking restrictions on the streets.

## **Both WHC Facilities**

Located in residential areas, WHC strives to be good neighbors. Please note these rules to not disturb or inconvenience surrounding property owners:

- All events must be in compliance with D.C. Municipal or Montgomery County maximum sound levels (detailed on contract).
- 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.
- 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 any live stations, bars, and on-site frying.
- Food and drink will be allowed only in the space(s) specified in the contract.
- Any food leftover from private events will be donated to a local shelter without acknowledgment to the event host, caterer, or anyone else in any way.



# Photography Guidelines

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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.

All photo sessions must be scheduled in advance with the Cantor's Office. Final photography and videography permissions are at WHC clergy's discretion.

## **B'nei Mitzvah**

During the ceremony, professional still photographs and video recordings may be taken utilizing available light from the Edlavitch Tyser Balcony of the Kaufmann Sanctuary or in a stationery position at the center of 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. 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.

## **Weddings**

Photography and videos may be taken throughout the ketubah signing and ceremony in a discreet manner. Photographs and videos taken during the ketubah signing and 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 and is discussed in advance with the officiating clergy. 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, including worship supplies. 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.

# Music & Entertainment

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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 pages 18-19.
- 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. You may also request "All-Day Load-in" for a flat rate of \$3,000.

To better coordinate WHC-related activities, all deliveries including, but not limited to, furniture, decor, 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 Facility Director 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 (DC) or 1:00am (Potomac).



# Vendor-Specific Rules & Regulations

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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.

WHC 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.

- Absolutely no food or bulk items may be emptied into the sinks. If caterers refuse to clog 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

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- 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.
- Nothing may block the view of WHC's security cameras or access to ventilation. Please plan all set-up details (including drape heights) accordingly.
- Any decor being set up in the Lobby must allow for easy entrance and exit of all ceremony attendees.
- For events immediately following a worship service or ceremony, 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.
- 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

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

- Most private events require a minimum of two (2) security personnel. Events with 300+ attendees will require a minimum of three (3) security personnel.
- Small private events not connected to a WHC worship service may qualify for reduced security requirements.
- Alcohol service and/or other factors may increase the security requirements. The requirement of additional security personnel incurs a fee to the private event host of \$100/personnel/hour. If determined in advance, this fee will be included in the host's original contract and fees.
- Minimum security fees are listed on the pricing and capacity pages - pages 24-26.
- 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 WHC's security requirements.

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

# WHC Staff

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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](mailto:mmistry@whctemple.org).
- Mike Aguilar, Facilities Director, 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](mailto:maguilar@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](mailto:rgordon@whctemple.org).
- Marsha Humphries, Director of Administrative Services, is glad to assist with all requests for Jewish or Jewish-Interfaith wedding ceremonies, both on- and off-site. To request information from Marsha, contact her at 202-895-6303 or [mhumphries@whctemple.org](mailto:mhumphries@whctemple.org).
- Becca Cook, Cantorial Office Administrative Assistant, is here to assist all member b'nei mitzvah families with their service and with scheduling any on-site photo shoots. Becca can be reached at 202-895-6309 or [bcook@whctemple.org](mailto:bcook@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 Temple rules and regulations are followed.

# Available Furnishings

## Macomb Street Facility (Temple)

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 (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, 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)

- All take place at Temple. If you would like to have a private meal at JBSC, please contact Rich Gordon for more information - rgordon@whctemple.org.
- WHC offers two 2-hour packages for these types of celebrations:
  - Standard Meal contracts include use, set-up, and breakdown of tables and chairs, plus kitchen access. Coffee and tea available upon request.
  - Enhanced Meal contracts include the above, plus basic white linens, flatware, glassware, and china, plus washing of all these items.

Room	Max Capacities		Standard Meal	Enhanced Meal	Minimum Security Fee
	Buffet	Banquet			
Edlavitch Hall – Full Room	340	410	\$2,125	\$3,825	\$600
Edlavitch Hall – 2/3 Room	235	260	\$1,250	\$2,625	\$400
Edlavitch Hall – 1/3 Room	100	125	\$600	\$1,300	\$400
Ochsman Multipurpose Room	200	235	\$1,175	\$2,250	\$400
Kreeger Lobby	110	160	\$625	\$1,425	\$400
Freed Youth Wing & Atrium	110	160	\$625	\$1,425	\$400
Freed Youth Wing (No Atrium)	60	100	\$475	\$900	\$400
Lehrman Brides' Room	22	22	\$225	\$350	\$200

- WHC also offers two shorter options for Saturdays after services:
  - Grab-and-Go - WHC will accept delivery of pre-packed to-go snacks/meals and set them out nicely for your guests to take upon exiting the facility immediately upon the conclusion of your ceremony. The fee is \$75 and includes security.
  - Quick Bite is a 30-minute private option for your guests to schmooze and eat. WHC will determine the best space based on availability and set the room up with a small buffet, minimal seating, and water. You provide cold/room temperature appetizers and snacks. The fee is \$250 and includes security.

# Facility Capacities & Fees

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## Full Receptions

- Member Receptions are four-and-a-half (4 1/2) hours and include access to the Brides' Room (Temple) or Teen Lounge (JBSC) for client's private use throughout the event. Saturday evening B'nei Mitzvot 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.
  - Members may also use in-house A/V and sound systems for no additional fee.
- Non-Member Receptions are six (6) hours. Non-Members with a reception contract may request use of the Brides' Room (both buildings) for a flat rate of \$200.
  - Non-Members may request use of in-house A/V and sound systems for additional fees.
- 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, and dance floor (Edlavitch Hall only). Not included are flatware, glassware, china, linens, or WHC-provided breakdown or cleaning.
- Contracts at JBSC include tables, chairs, kitchen access, and post-event breakdown of WHC supplies. Not included are flatware, glassware, china, linens, or portable dance floor.
- See page 20 for notes about security requirements.

See pricing on next page.

Looking for Sanctuary or Chapel pricing? Fees are dependent on multiple factors such as membership or non-profit status, whether you are also renting other rooms, etc. Please complete the Private Event Request Form or contact [facilities@whctemple.org](mailto:facilities@whctemple.org) for more information.

# Facility Capacities & Fees

## Full Reception Pricing

Building	Room	Max Capacities		WHC Members	Non-Members
		Buffet	Banquet		
Temple	Edlavitch Hall – Full Room	225	270	\$5,225 Add'l hours - \$1,175/hr	\$6,950 Add'l hours - \$1,175/hr
Temple	Edlavitch Hall – 2/3 Room	120	130	\$4,250 Add'l hours - \$950/hr	\$5,675 Add'l hours - \$950/hr
Temple	Ochsman Multipurpose Room	200	235	\$4,250 Add'l hours - \$950/hr	\$5,675 Add'l hours - \$950/hr
Temple	Freed Youth Wing & Atrium	110	160	\$1,975 Add'l hours - \$450/hr	Not Available
JBSC	Social Hall – Full Room	400*	450*	\$3,500 Add'l hours - \$800/hr	\$5,750 Add'l hours - \$975/hr
JBSC	Social Hall – 2 Sections	300*	375*	\$3,100 Add'l hours - \$700/hr	\$4,900 Add'l hours - \$825/hr
JBSC	Social Hall – Center Section	200	250	\$2,300 Add'l hours - \$525/hr	Not Available

## Reception Security Fees:

- Member Receptions - minimum of \$550
- Non-Member Receptions - minimum of \$700
- Security fees are subject to increase based on individual event details such as alcohol service, headcount, etc., and will be determined by WHC's Director of Security.
- If certain event details differ from your contract, you may be billed an additional security fee.

Non-Profit Organizations are eligible for reduced facility fees for certain types of events. Security fees cannot be reduced. Please contact WHC for more information.

## Small Meetings, Classes, etc.

Looking for a space during the business day for a small meeting or class? WHC may be able to accommodate!

- Contract-holder must provide proof of liability insurance, with WHC listed as a Certificate Holder.
- Must be no more than 80 people, no longer than 8 hours, and Monday-Friday between 8am-5pm on days where WHC is open.
  - Events that extend beyond these parameters in any way are not eligible for the "Small Event" rate.

### Fees

- Facility Usage - \$100/hour for events with up to 40 people; \$150/hour for events with 41-80 people. PLUS...
- Security Fee - \$100 for all events up to 4 hours; \$200 for all events between 4-8 hours.

"Small Event" contracts include use of space, security, tables, chairs, and restroom access.

Parameters and fees are for both WHC facilities, and any available room.

# Vendor List

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This list contains the names and contact information for several vendors who have worked with WHC and our Members on 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

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# Event Planners

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## Vendors Present at our 2024-2025 Simcha Fairs:

### **The Write Occasion LLC**

Dana Nestel  
202-491-3339  
dana@writeoccasionmd.com  
<https://writeoccasionmd.com>

### **SAVE The DATE, LLC EVENTS**

Cara Weiss & Christine Ash  
cara@savethedatellcevents.com  
christine@savethedatellcevents.com  
<https://savethedatellcevents.com>

### **Ali Weitzman Events**

Ali Weitzman  
202-302-2001  
ali@awe13.com  
<https://www.awe13.com>

### **Pop Color Events**

Brynne Magaziner  
202-780-8818  
brynne@popcolorevents.com  
<https://popcolorevents.com>

### **DC Taste Catering + Events**

Yasaman Jafarloo  
202-238-3133  
yasaman@dctaste.com  
<https://dctaste.com/>

### **Rave Reviews**

Wendy Raab  
301-370-1360  
wendy@4ravereviews.com  
<https://www.4ravereviews.com>

### **Events by RAW Design**

Rachel Weisman  
301-717-6979  
rawdesignmd@gmail.com  
<https://www.eventsbyrawdesign.com>

### **Razzle Dazzle Event Management**

Sheryl Rosenberg  
240-499-6118  
sherylrosenberg@razzledazzleem.com  
<https://www.razzledazzleem.com/>

### **Evoke Design & Creative**

Jodi Moraru  
jodi@evokedc.com  
<https://www.evokedc.com>

### **Sara Muchnick Events**

Sara Muchnick  
240-305-9700  
sara@smeventsdc.com  
<http://www.smeventsdc.com>

# Caterers and Other Related Services

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## Vendors Present at our 2024-2025 Simcha Fairs:

### **Corcoran Caterers**

Melanie Davis

301-588-9200

[melanie@corcorancaterers.com](mailto:melanie@corcorancaterers.com)

<https://corcorancaterers.com/>

### **Catering by Seasons**

Glynis Keith

301-502-1143

[gkeith@cateringbyseasons.com](mailto:gkeith@cateringbyseasons.com)

<https://www.cateringbyseasons.com>

### **Simply Fresh Events**

Charlotte Neville

240-750-7538

[charlotte.neville@simplyfreshevents.com](mailto:charlotte.neville@simplyfreshevents.com)

<https://simplyfreshevents.com>

### **Attman's Potomac Deli**

301-765-DELI (3354)

[catering@attmansdeli.com](mailto:catering@attmansdeli.com)

<https://attmansdeli.com>

### **Catering by LT (Lebanese Taverna)**

Ramzi Osseiran

703-841-1503

[ramzi@cateringbylt.com](mailto:ramzi@cateringbylt.com)

<https://www.lebanesetaverna.com>

### **The Bean Bag Deli & Catering**

Mitchell Wool

301-251-4794

[coffee@thebeanbag.com](mailto:coffee@thebeanbag.com)

<https://thebeanbag.com/>

### **Call Your Mother Deli**

Morgan Yarnoff

202-417-7559

[morgan@callyourmotherdeli.com](mailto:morgan@callyourmotherdeli.com)

<https://www.callyourmotherdeli.com/>

### **Bethesda Bagels**

Brent Miller or Danny Fleishman

240-382-2435

[brent@bethesdabagels.com](mailto:brent@bethesdabagels.com)

[danny@bethesdabagels.com](mailto:danny@bethesdabagels.com)

<https://www.bethesdabagels.com>

### **Metro Wine & Spirits**

Guarang Parikh

202-265-5066

[hello@metrowinedc.com](mailto:hello@metrowinedc.com)

<https://www.metrowinedc.com/>

### **Black Tie Events**

Waitstaff and Bartenders

Monica Avila

703-625-7109

[eventsver.monica@gmail.com](mailto:eventsver.monica@gmail.com)

### **Well Dunn Catering**

Suzanne Borelli

202-543-7878

[sborelli@welldunn.com](mailto:sborelli@welldunn.com)

<https://welldunn.com/>

# Music and Entertainment

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## Vendors Present at our 2024-2025 Simcha Fairs:

### Washington Talent Agency

Jake Sherman

301-251-7053

[jake@washingtontalent.com](mailto:jake@washingtontalent.com)

<https://washingtontalent.com>

### NYX Entertainment & Events

Howie Teger

301-984-0500

[howie@nyxevents.com](mailto:howie@nyxevents.com)

<https://nyxevents.com/>

### Epic Events

Jared Rosen

301-785-5393

[jared@epicevents.com](mailto:jared@epicevents.com)

<https://www.epicevents.com/>

### Talk of the Town

Stacie Shapero

301-738-9500

[sales@tottevents.com](mailto:sales@tottevents.com)

<https://tottevents.com>

### Carbone Entertainment

Karen Carbone

301-572-7717

[karen@carboneentertainment.com](mailto:karen@carboneentertainment.com)

<https://carboneentertainment.com>



### Limelight Event Group

Julian Ross

215-357-LIME (5463)

[julianross.limelight@gmail.com](mailto:julianross.limelight@gmail.com)

### Efotoz

Alvin and Armi Colasito

240-706-7680

[event@efotoz.com](mailto:event@efotoz.com)

<https://efotoz.com>

### Snap Entertainment

Nick Muzzatti

240-386-8042

[sales@snapentertainment.net](mailto:sales@snapentertainment.net)

<https://snapentertainment.net>

### Glam on the Go

Rachel Tesch

732-570-2088

[glamonthegonj@gmail.com](mailto:glamonthegonj@gmail.com)

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

### TapSnap DC

Mark Radel

240-444-7017

[mradel@tapsnapdc.photos](mailto:mradel@tapsnapdc.photos)

<https://www.tapsnap.net/>

# Decor, Lighting, and Florists

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## Vendors Present at our 2024-2025 Simcha Fairs:

### **Electric Events DC**

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

### **Revolution Events**

Tim Reber  
410-539-7236  
tim@eventrevolution.com  
<https://eventrevolution.com>

### **Washington Talent Agency**

Jake Sherman  
301-251-7053  
jake@washingtontalent.com  
<https://washingtontalent.com>

### **NYX Entertainment & Events**

Howie Teger  
301-984-0500  
howie@nyxevents.com  
<https://nyxevents.com/>

### **EDGE Floral Event Designers**

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

### **Epic Events**

Jared Rosen  
301-785-5393  
jared@epicevents.com  
<https://www.epicevents.com>

### **Helen Olivia Floral Design**

Rachel Gang  
703-548-2848  
info@helenoliviaflowers.com  
<https://www.helenoliviaflowers.com/>

### **Little Acre Flowers**

Julia Yee  
202-524-0812  
info@littleacreflowers.com  
<https://www.littleacreflowers.com/>

# Photographers and Videographers

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## Vendors Present at our 2024-2025 Simcha Fairs:

### **Lacey Ann Photography**

Lacey Ann Johnson

310-714-1213

laceyannphoto@gmail.com

<https://laceyannphotography.com>

### **Washington Talent Agency**

Jake Sherman

301-251-7053

jake@washingtontalent.com

<https://washingtontalent.com>

### **Meyer Gladstone Photography**

Meyer Gladstone

240-750-3616

meyer@meyergladstonephotography.com

<https://www.photographybymg.com/>

### **Amanda Gilley Photography**

Amanda Gilley

202-577-6057

amandagilleyphoto@gmail.com

<https://www.amandagilley.com/>

### **Michael Kress Photography**

Michael Kress

301-980-3775

michael@mbkphoto.com

<https://mbkphoto.com/>

### **Bradley Images**

Brad Zisow

410-902-6664

brad@bradleyimages.com

<https://www.bradleyimages.com>

### **Rachael Spiegel Photography**

Rachael Spiegel

443-421-5663

info@mitzvahphotographer.com

<https://mitzvahphotographer.com>

### **Matt Mendelsohn Creative**

Matt Mendelsohn

703-795-8659

matt@mattmendelsohn.com

<https://www.mattmendelsohn.com>

### **Suburban Video**

Shawn McNally

301-315-6300

shawn@suburbanvideo.com

<https://suburbanvideo.com/>

# Miscellaneous

## Vendors Present at our 2024-2025 Simcha Fairs:

### **Bethesda North Marriott Hotel & Conference Center**

Andrea Espinoza-Pinto  
301-370-2973  
andrea.espinoza-pinto@marriott.com  
<https://www.marriott.com/wasbn>

### **Lillian and Albert Small Capital Jewish Museum**

Michelle Gleaton  
202-525-2234  
mgleaton@capitaljewishmuseum.org  
<https://capitaljewishmuseum.org/>

### **CLT3 Security Consultants**

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

### **On Time Limousine, LLC**

Jay Kuzminsky  
240-401-6787  
info@ontimelimollc.com  
<https://ontimelimollc.com/>

### **DTS Transportation**

Willie Cook  
301-476-8490  
willie@dtstransportation.com  
<http://dtstransportation.com>

### **The Rev Room**

Jeanne Fleming  
301-816-3000  
events@FlemingsUltimateGarage.com  
<https://therevroom.com/>

### **Topgolf Germantown**

Heather Ginsberg  
240-261-1176  
heather.ginsberg@topgolf.com  
<https://topgolf.com/us/germantown/>

### **David Wells**

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

### **Perri Burka**

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

### **RCI Systems**

AV Support  
Will Duckett  
301-931-9001 x217  
willd@rcisystems.com  
<https://www.rcisystems.com>

### **Lilac Specialty Boutique**

Debbi Schultz  
sales@shoplilacgirl.com  
<https://www.shoplilacgirl.com/>