



Room Rental Rates & Policy

(available for members only)

Updated: July 2016

Central Synagogue offers room rentals for a variety of occasions, including lifecycle events, luncheons or evening party events. We look forward to helping you to celebrate your upcoming *simchah*.

Luncheon, Evening, or other Day-Time Room Rentals

Rental spaces are available in the Community House as well as the Sanctuary Buildings. These spaces can be reserved for a longer sit down luncheon.

Building	Room	Capacity	Hourly Rate	Longer Rentals (2-3 hours)
Community House	Lese Lobby	150 people	\$1,000	\$2,000
Community House	9 th Floor	90 people	\$1,000	\$2,000
Community House	504 Chapel	24 people	\$750	\$1,500
Community House	Beir Chapel	400 people	\$1,000	\$2,000
Sanctuary Building	Pavilion	300 people	\$1,500	\$3,000
Sanctuary Building	Atrium	50 people	\$500	\$700

To learn more about each rental space, [click here](#) to view pictures, potential seating arrangements and dimensions.

To start the process, please submit the [Room Rental Reservation Form](#).

What You Need to Know Regarding Vendors

- Central Synagogue does not use an exclusive caterer; you are welcome to use the caterer of your choice. Must be approved by the Events Dept.
- We are a Kosher-style facility: no *t'reif*, pork or shellfish. Meat and dairy may be served at the same event however must be served on separate platters.
- The rented space must be left in the condition it was found.
- We require a properly filled out Certificate of Insurance as well as a signed vendor insurance agreement form from all on-site vendors (caterers, photographers, installations, etc.).

Requirements Prior to Your Event

The Events Dept. requires all details for your events **at least 2 weeks in advance** of the event date. This includes:

- Signed Contract & Final Payment
- Certificate of Insurance from all vendors
- Signed vendor insurance agreement form
- Details on deliveries, vendor timing and needs

When Planning Your Event

Please keep the following policies in mind when making arrangements for your event:

- Photography and videography are not allowed during services
- No event themes deemed inappropriate for a synagogue, such as gambling
- No smoking on-site



- No alcohol for minors
- If alcohol is served in the presence of minors, a bartender must be present.
- The address for the Sanctuary & Pavilion is 652 Lexington Ave, NYC 10022
- The address for the Community House is 123 East 55th Street, NYC 10022
- No open flames, candles or cooking stations with the exception of sterno

For Bar/Bat Mitzvahs

- No personalized or otherwise special *kippot* are allowed to be handed out at services
- We do not make announcements from the Bimah about Kiddush locations. Please make sure your invitations give specific directions to your guests about the location of your event
- Photo shoot appointments for the Sanctuary must be arranged in advance through clergy study.
- More information can be found in the [b'nei mitzvah handbook](#).

Shared Kiddush Room Rental Requests

To request an All-Inclusive Shared Kiddush in the Pavilion, please refer to the [Bar/Bat Mitzvah Shared Kiddush Form](#).

Contact Information

If you have any questions about these procedures, please do not hesitate to contact:

Steve Weingord

Events Manager

(212) 838-5122 x3002

weingords@censyn.org