



KKBE Wedding Related Fees & Policies For Non-Members

Sanctuary & Rabbi

The fee for the use of the Sanctuary is \$3,350.00. This fee does not include a fee for the Rabbi. This includes use of KKBE's Chuppah, KKBE's Wedding Director, use of the library for the bridal party and use of the Board Room for signing the Ketubah, use of the sanctuary for one rehearsal (1 hour) and use of the sanctuary for 3 hours before the ceremony and for the ceremony itself, white wine for the ceremony and a glass to break.

Chuppah

KKBE's Chuppah is designed to fit our Bimah. It is constructed of brass poles secured into fixed plates on the bimah. We have a lace canopy available. The frame measures 65" x 65" and is 85" high.

Rehearsal

There are many events that are scheduled at KKBE so planning and early notifications are essential for us to give wedding couples the service they deserve. Rehearsals will be held at a mutually convenient time. Please contact the Temple Office at least 30 days before the ceremony to schedule the rehearsal.

KKBE's Wedding Director

We require the use of a KKBE Wedding Director for your ceremony to make sure your day is worry-free. She will direct the rehearsal, prepare the sanctuary for your special day, make sure your Ketubah is ready and coordinate all the moving parts of your wedding – from your vendors to your wedding party. She provides your florist/decorator with timely access, assists the wedding party in moving to their places for the ceremony and ensures the event goes smoothly.

Security

We require the use of one Police officer for security of wedding parties with 100 guests or more. KKBE will make all arrangements. A fee of \$125 is paid directly to KKBE.

Music

KKBE's handsome organ was installed in the sanctuary late in the nineteenth century. If you wish to use our organ for music during your ceremony, you must use our approved organist, Julia Harlow. We will provide information on how to make arrangements with Julia should you wish to engage her services. Her fee is \$200.

Vendor Requirements

All vendors (florists, decorators, musicians, etc.) must provide a copy of their *Certificate of Liability Insurance* to KKBE at least 30 days prior to the ceremony. Email them to office@kkbe.org or fax them to 843-723-0537.

Floral & Decorations

Because of the historic nature of the property, your florist should meet with a Temple staff member to determine if the proposed designs can be installed without harm. Your florist will be allowed access to the building 3 hours prior to the ceremony to install all decorations.

Ketubah and Kippot

We provide our standard Ketubah for the ceremony. Should you wish to explore a wide array of artistic Ketubot, please visit our gift shop, Chosen Treasures (843-723-7324). Chosen Treasures can order personalized kippot, too.

Post-Ceremony Reception or Dinner

Should you choose to use the Kahal Kadosh Beth Elohim for a post-wedding gathering, the following additional fees will apply. These fees are discounted based on your use of the Sanctuary for the ceremony.

Post-Ceremony Reception or Dinner in: the Barbara Pearlstine Social Hall	\$550
This includes five hours (including set up and clean up time), one facility manager, one security officer, kitchen use and linen rentals.	
Post-Ceremony Reception or Dinner in: the Berlinsky Atrium Lobby	\$225
Post-Ceremony Reception or dinner in: the Temple Gardens	\$100 per garden

Reservation Deposit

To secure the reservation, you must return a signed Letter of Agreement along with a check for the deposit as outlined in the Agreement.

Cancellation

If you cancel the wedding for any reason, you may obtain a 75% deposit up to two months prior to the ceremony. After that time, you will receive a 25% refund.

GUIDELINES FOR VIDEOGRAPHERS AT KAHAL KADOSH BETH ELOHIM

Please give this to your videographer prior to the wedding date. Any questions should be directed to the Executive Director by calling 723-1090.

All videographers must provide the Temple with an insurance certificate listing the Temple as an additional insured and loss payee as well as a current copy of their Business License.

Videotaping is allowed, *using available light*, during wedding ceremonies from a designated station in the balcony of the sanctuary. Please make note of the following rules relevant to videotaping. Adherence to these rules will ensure an uninterrupted videotape of your simcha.

1) Videographer shall set up in the balcony of the sanctuary as directed by the Manager on Duty in a location so as not to be a distraction or in the way of the musicians. Set-up **MUST** be completed 30 minutes prior to the beginning of the service.

2) Videographer shall not move from this location during the service. (No roaming)

3) Videographer shall not attach any microphones or wires to any part of the bimah, the podiums, the railing, the *wedding* participants, etc.

4) Videographer shall plug into KKBE's audio system only. The jack is approximately twelve feet from where the videographer is allowed to set up the camera. Videographer should bring a long electrical cord and any necessary adaptors.

First time videographer must make an appointment with the Executive Director prior to the wedding to check the compatibility of the videographer's equipment with the sanctuary audio system.

5) The Rabbi will not tolerate any violations of the above rules and may stop the wedding service as a result of any of the above rules not being honored. A videographer not complying with these rules will be asked to leave the service and will not be allowed to complete the video recording.

If you have further questions or concerns, please call the Executive Director at

843-723-1090 (extension 105).

Kahal Kadosh Beth Elohim

90 Hasell Street

Charleston, SC 29401

Wedding Letter of Agreement for Non-Members

Kahal Kadosh Beth Elohim agrees to reserve the Sanctuary for the purpose of the marriage of

_____ (groom) and _____ (bride) on _____
Day

_____ at _____.
Date Time

Kahal Kadosh Beth Elohim will make the Sanctuary available 3 hours before the ceremony for decoration by the florist. We will provide the use of our Chuppah, the use of the Library, the use of a room for the signing of the Ketubah, and the use of the Sanctuary for a one (1) rehearsal at 3:00 pm on Friday,

_____.
Date

In return for the above, you agree to pay the following directly to KKBE. A deposit of _____ (1/2 Total Wedding Fee) must be included with this Letter of Agreement to secure the space.

The balance of _____ (Second ½ Total Wedding Fee plus Security Fee) must be paid no less than thirty (30) days prior to the ceremony (_____ at the latest).

_____ Date
\$ _____ Wedding Fee (Includes Sanctuary and KKBE Wedding Director)
\$ **125** Security Fee (If there will be 100 guests or more.)

If you choose to have an organist, our organist's fee is **\$200** and would be paid directly to her no later than the day of the wedding.

☐ We have read the Wedding Related Fees and Policies and agree to abide by them.

If using hard copies, please print 2 copies. Sign both and mail to KKBE via snail mail or email.

If you are scanning your copy, email it to office@kkbe.org. The Executive Director will sign and return one to you.

_____ We have read the Wedding Related Fees and Policies and agree to abide by them.

For Kahal Kadosh Beth Elohim:

For the Wedding Party

Signature

Signature

Floy Work
Executive Director

Printed Name

Date

Date

KKBE *Bride and Groom Information Form*

90 Hasell Street • Charleston, SC 29401

Have secured services of a Rabbi ☐ Yes Rabbi _____ ☐ No
☐ Non-Member

DATE OF WEDDING: _____

Address to which wedding communication should be sent:

EMAIL: _____

Bride's Name: _____

Hebrew Name _____

Religious Affiliation _____

Mailing Address _____

Home Phone _____

Cell Phone: _____

Email _____

Groom's Name: _____

Hebrew Name _____

Religious Affiliation _____

Mailing Address _____

Home Phone _____

Cell Phone: _____

Email _____

Number of Guests Attending: _____ # Bridesmaids: _____ # Groomsmen: _____

Flower girls _____ Ring bearer? _____ Chuppah top: ☐ Lace ☐ Frame Only

Florist: _____ Ph _____ Email _____

Photographer: _____ Ph _____ Email _____

Videographer: _____ Ph _____ Email _____

Music Plans _____

☐ Post-Ceremony Reception: We would like to explore the possibilities of hosting a post-ceremony reception at KKBE

☐ We are interested in renting the Social Hall for our reception/dinner

Rehearsal: We would like to schedule our rehearsal on the following date and time, if possible.

1st Choice _____ 2nd Choice _____