



FSP EVENT SERVICES INFORMATION SHEET

1. LOCATION & DIRECTIONS

If you are advertising for your event or sending out invitations, please use the following format for the location:

'Sam Lerner Center at Shalom Park'
'Gorelick Hall at Shalom Park'
'FSP Board Room at Shalom Park'

**Address: 5007 Providence Road
Charlotte, NC 28226**

Directions to Shalom Park can be downloaded as a PDF file from our website at www.shalomcharlotte.org.

2. SIGNAGE

If your guests are not familiar with Shalom Park, it is recommended that you have four **(4) Coroplast 'H-wire' signs** made up at any sign shop and dropped off with the Operations Manager 2 -3 days in advance of your event. Our Security staff will place these in strategic locations around the Park to help direct your guests. **Please see the attached page detailing samples and specifications for the Coroplast signs.** The Foundation will handle any needs for directional signage inside the facility.

3. PARKING LOCATION / ENTRANCE LOCATION

Parking and Entrance Locations for your guests will depend on what room your event is in, what time of day, weekday or weekend, and other events going on in the Park. The Operations Manager, in conjunction with the Director of Safety & Security will determine this and inform you of the best area for parking and the correct entrance to use. This should be discussed at the time you book the room, so it can be included on your invitations.

4. ROOM RATES

Every event or function has different needs and requirements – please contact the Operations Manager with the specific details of your event, so that we can determine the most cost-effective way to hold your function and provide you with the best rental fee possible.

5. ROOM CAPACITIES

The capacity of the room will depend upon the type of event and how it is set up. For more detailed room capacities, please check with the Operations Manager, or click on the link for each room (on our website).



6. VENDORS

Caterers must be on our Approved Caterer List. All other vendors you will be using must have their insurance company submit a Certificate of Liability Insurance, with the 'Foundation of Shalom Park' named as the Certificate Holder, at least 2 weeks prior to the event.

7. CATERING

Even caterers on our Approved List may have certain restrictions, depending on where the food is being prepared. Please check with the Operations Manager for information regarding these potential restrictions. Menus for all events must be submitted to the Operations Manager **30 days prior to the event.**

8. KITCHEN USAGE

Gorelick Hall has a cooking kitchen, Sam Lerner Center has a plating/serving kitchen. Only caterers on the Approved Caterer List may use these kitchens, and the FSP Kashrut Policy must be followed. Should your caterer require the use of either of these kitchens, they must be reserved in advance, and additional fees apply. Please contact the Operations Manager for additional information.

9. FURNITURE

Furniture requirements (setups for tables & chairs) for all events are due to the Operations Manager at least **10 days prior to the event.**

10. AUDIO/VISUAL

In most cases, the use of most Audio/Visual equipment is included in the rental fee. Audio/Visual requirements for all events are due to the Operations Manager at least **10 days prior to the event.** If you plan on using a computer with our projection system, or playing any type of disc (CD, DVD, Blu-Ray), **we recommend that you schedule an appointment to come in and test your equipment and/or disc at least 1 week in advance** to make sure it is compatible with our system.

11. DECORATIONS

Please refer to the **FSP Decoration Policy** for specifics on decorations, which can be found on our website at www.shalomcharlotte.org. In general, however, decorations may not be taped or tacked to the walls. If you are having Mitzvah Baskets, please arrange with someone from Jewish Family Services to arrange for pickup of the baskets immediately after the event is over.



12. LINENS

The Foundation does not supply linens. If you or your caterer or event planner are supplying linens, our table sizes are as follows:

- a. Rectangular tables – 30” x 6’ and 3’ x 6’
- b. Round tables – 6’ (up to 10 chairs per table)
- c. Oval tables – 5’ x 6’ (up to 10 chairs per table)
- d. Card tables – 36” x 36”

Please note that we do not have any cocktail (‘high-boy’) tables available (your party planner can arrange to rent these if needed).

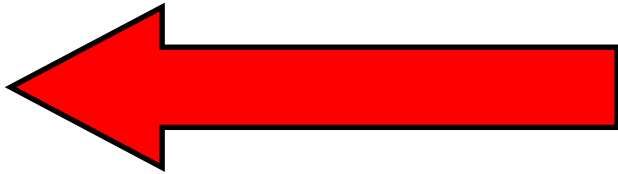
13. ROOM ACCESS

Room access (for caterers, party planners, etc.) depends upon the event, when it is scheduled, and what other events may be scheduled prior to it. Our facility is normally closed from 5:00pm on Fridays until 12:00noon on Saturdays for the Jewish Sabbath. Typically we provide 2 hours prior to the event scheduled start time for setup at no charge, and 2 hours after the event scheduled end time for breakdown/cleanup. If additional setup time is required, and there is availability, additional fees would apply. Please contact the Operations Manager for additional information.

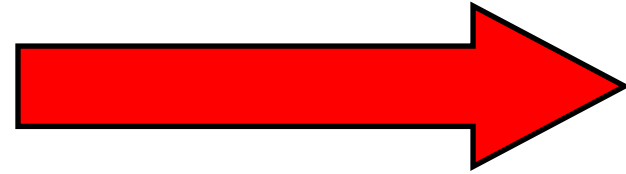
14. DELIVERIES & PICKUPS

All deliveries & pickups of rental dishware, special equipment, and/or furniture **must be scheduled in advance with the Operations Manager.**

**YOUR EVENT
HERE**



**YOUR EVENT
HERE**



**H-WIRE
SIGN
(SIDE 1)**

**H-WIRE
SIGN
(SIDE 2)**

SIZE: 18" HIGH x 24" WIDE
MATERIAL: COROPLAST
FONT: 1 1/8" HIGH BOLD BLOCK LETTERS

OUTSIDE DIRECTIONAL SIGNAGE FOR YOUR EVENT