

WOODSIDE PARK SYNAGOGUE

WOODSIDE PARK ROAD, NORTH FINCHLEY, LONDON N12 8RZ

TEL: 020 8445 4236

E-mail: manager@woodsidepark.org.uk

www.woodsideparksynagogue.org.uk



Checklist for WPS Hall Use

Details to be provided at least two weeks before hand

Date and timing of event	
Name and telephone number of main contact	
Who will be the main contact on the day (they should make contact with a member of the Facilities team on arrival)	
Number of people attending	Adults Children
Brief description of event	
Timings (to include set up and clearing away)	Start Time Finish Time

Please ensure that a guest list is sent to the office at least 3 days prior to the event, for security.

Hall layout

Exact layout of room needed	
What type of tables do you need – round or rectangular, do you need one for candle lighting?	
Are you using the stage? If so what for?	
Do you need mechitzas?	
Do you need benchers?	
Do you need washing stations?	

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<p>What tablecloths are you using: Plastic: please arrange for these to be bought Fabric: please speak to Danielle Brull to arrange for these to be ordered</p>	
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Use of the kitchen

<p>Please confirm that Rabbi Hackenbroch has been made aware of this event</p>	
<p>Who is catering the event? Please supply full contact details</p>	
<p>Will the caterer be attending during the event or is it a takeaway service? Please give times and dates of when the caterer will want access to set up and/or clear away. N.B. If takeaway that needs heating, a Shomer will be required on site. Please indicate if you need further information about this, including charges.</p>	
<p>What type of meal is this? Milk or meat</p>	
<p>Please note that we are a nut free venue. Please confirm that nuts will <u>not</u> be brought onto the premises.</p>	
<p>Do you want to use the following:</p> <ol style="list-style-type: none"> 1) Ovens – if so who will light them? 2) Hot cupboards 3) Oven gloves 4) Urn 5) Serving utensils and trays 	
<p>Will you need salt?</p>	
<p>Will you need a challah board and knife?</p>	
<p>Do you want to use the shul cutlery, crockery and glass wear? N.B. There may be a small charge for the use of plates. Please contact Danielle Brull.</p>	

Disposables – if you need Kiddush cups, plastic cups, serviettes, tea, coffee or milk please arrange for these to be delivered with your order, as although the shul does have a small stock this will not cover a meal.

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Equipment (not available on Shabbat or Jewish Holidays)

Please note that haze/smoke machines are not permitted due to the potential that they could trigger the fire alarm.

Do you need use of the PA system? If so, how many cordless handheld microphones (2 available) and how many lapel microphones (2 available) needed?	
Do you need projector and screen?	
Do you need use of a laptop?	
WiFi – do you require a guest wifi code? We can issue this in advance for use on the day; please specify the name of the user and email address to send it to. If you need the guest wifi code to be set up for testing earlier than the day of the event, please specify the date required.	

On the day/night

Please confirm there is a schedule for the event. This must be sent to Paulo Kohut in advance.	
Who will lay the tables?	
Do you want to light candles? If so, please provide a bag of tea lights Are you supplying any extra furniture or equipment? If so, please give details as well as times and dates for access	
Please note that we have limited space in our rubbish bins and therefore any boxes, bottles and excessive waste must be taken off site. Please confirm the number of rubbish bags you may need us to dispose of (max 5).	

Other Information:

Security - please note the following:

- 1) Every event held at the synagogue must have security cover – the level of cover will be decided by the designated security officer. This could be either a paid security guard, CST volunteers or trained activity leaders.

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- 2) All private functions must have a security guard, which must be paid for by the person making the booking in advance, otherwise the event cannot go ahead - there is a minimum time that a security guard can be booked – 4 hours.

Covid related requirements

- 1) All attendees and catering staff must be able to demonstrate their Covid status (either vaccination, negative lateral flow test 24 hours before or proof of immunity) ahead of attending.

Contact details:

Paulo Kohut, Facilities Manager: facilities@woodsidepark.org.uk 07985 249876

Danielle Brull: daniellebrull@hotmail.com 07939 519466

Office: office@woodsidepark.org.uk 020 8445 4236

Please return this form to Zila Golbert, Community Manager manager@woodsidepark.org.uk