

# WOODSIDE PARK SYNAGOGUE

WOODSIDE PARK ROAD, NORTH FINCHLEY, LONDON N12 8RZ

TEL: 020 8445 4236

E-mail: [manager@woodsidepark.org.uk](mailto:manager@woodsidepark.org.uk)

[www.woodsideparksynagogue.org.uk](http://www.woodsideparksynagogue.org.uk)



## Checklist for WPS Hall Use

Date 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)	

### Details to be provided at least one week before hand:

Number of people attending	
Exact layout of room needed	
Confirmation security cover has been requested ( <i>a Security Form needs to be completed and returned to the Shul Office</i> )	

### Hall layout

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?	
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	

### Use of the kitchen

Please confirm that Rabbi Hackenbroch has been made aware of this event	
Who is catering the event? Please supply full contact details	

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<p>Will the caterer be attending during the event or is it a takeaway service? (If takeaway, a Shomer may be required on site) Please give times and dates of when the caterer will want access to set up and/or clear away</p>	
<p>What type of meal is this? Milk or meat</p>	
<p>Do you want to use the following:            1) Ovens – if so who will light them?            2) Hot cupboards            3) Oven gloves            4) Urn            5) Serving utensils and trays</p>	
<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.**

**Equipment** (not available on Shabbat or Jewish Holidays)

<p>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?</p>	
<p>Do you need projector and screen?</p>	
<p>Do you need use of a laptop?</p>	

**On the day/night**

<p>Who will lay the tables?</p>	
<p>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</p>	

**Contact details:**

Paulo Kohut, Facilities Manager: [facilities@woodsidepark.org.uk](mailto:facilities@woodsidepark.org.uk) 07985 249876

Danielle Brull: [daniellebrull@hotmail.com](mailto:daniellebrull@hotmail.com)

Office: [office@woodsidepark.org.uk](mailto:office@woodsidepark.org.uk) 020 8445 4236