

AMERICAN JEWISH UNIVERSITY

BRANDEIS-BARDIN CAMPUS



SPECIAL EVENTS & CATERING



1101 PEPPERTREE LANE
BRANDEIS, CA 93064



EVENTS@AJU.EDU
(805)582-4450

OUR FACILITIES



American Jewish University's Brandeis-Bardin Campus is situated on 2,800 sprawling acres located just 40 miles northwest of Downtown Los Angeles. Nestled among rolling hills just outside of Simi Valley, the Brandeis-Bardin Campus seems miles away from the hustle and bustle of city life, while remaining just a short drive from the greater Los Angeles area.

Accessed through a canopy of towering peppercorn trees, the lush, landscaped grounds feature multiple indoor and outdoor spaces, including rustic barns, beautiful gardens, modern pavilions, and our famous House of the Book. Additionally, our unique outdoor spaces offer breathtaking views of the Santa Susana Mountains as a stunning backdrop for your event. Our Brandeis-Bardin Campus also has no noise restrictions, convenient on-site parking for cars, shuttle or vans, and overnight accommodation options for your guests.



INDOOR SPACES



| Location | Capacity | M-Th | Friday | Saturday | Sunday |
|-----------------|------------|--------|--------|----------|--------|
| Pritzker Hall | 300 Guests | \$2000 | \$3000 | \$4000 | \$5000 |
| Gunther Hall | 150 Guests | \$2000 | \$2500 | \$3000 | \$4000 |
| Alonim Rec Hall | 175 Guests | \$750 | \$1000 | \$1500 | \$2000 |
| BCI Rec Hall | 225 Guests | \$1000 | \$1500 | \$2000 | \$2500 |
| Wapner Room | 120 Guests | \$1000 | \$1500 | \$2000 | \$2500 |
| Molle Library | 96 Guests | \$1000 | \$1500 | \$2000 | \$2500 |
| DeToledo Ulam | 288 Guests | \$1250 | \$1750 | \$2250 | \$2750 |

**Capacity equates to 60" round tables with 8 chairs per table.*



OUTDOOR SPACES

| Location | Capacity | M-Th | Friday | Saturday | Sunday |
|-----------------|--------------|--------|--------|----------|--------|
| Havdalah Garden | 300 Guests | \$500 | \$1000 | \$2000 | \$2500 |
| Terry Field | 3000+ Guests | \$1000 | \$3000 | \$3500 | \$4000 |
| Sports Field | 300+ Guests | \$750 | \$1000 | \$1500 | \$2000 |
| Alonim Pavilion | 240 Guests | \$2000 | \$3500 | \$4000 | \$4500 |
| BCI Pavilion | 200 Guests | \$500 | \$1000 | \$1500 | \$2000 |
| Glaser Plaza | 240 Guests | \$760 | \$1500 | \$2000 | \$2500 |



HOUSE OF THE BOOK



| Location | Capacity | Friday | Saturday | Sunday |
|----------|------------|--------|----------|--------|
| Indoor | 500 Guests | \$3000 | \$4000 | \$5000 |
| Outdoor | 200 Guests | \$1000 | \$1000 | \$1000 |

Designed in 1973 by architect Sidney Eisenshtat, House of the Book is the largest hall on the Brandeis-Bardin Campus and provides a beautiful back drop for any type of event. The futuristic, cylindrical building is designed in a brutalist architecture and its corridors and breakout rooms are highlighted by stained glass. **It is the only space on the property that does NOT require Kosher Catering.**

Additional Information:

- Self-Parking is available
- Food and Beverage minimum \$5,000
- Catering Buyout: \$3000 + Venue fee



SET UP FEES & OPTIONS

All Venue Rentals Include:

- Setup (2 hours) and breakdown (1 hour)
- 60" round tables that seat 8-10 guests
- 6 and 8 ft tables that seat up to 10
- Glassware, silverware and plateware for up to 200 guests

**Chairs and Linens are not included and will need to be rented.*

Parking

Self-Parking is available. Valet parking is required for 125+ guests

Ceremony Fees

\$750 Ceremony fee, includes one additional hour.

Minimums

Minimum guest count of 50* / Food & Beverage minimum \$4,000

Event Times

- 5-hour event from guest arrival to departure
- One hour may be added for additional rate, for a max of 6 hours
- Allotted 2 hours for set up time prior to guest arrival & 1 hour for clean up after guests depart



SET UP FEES & OPTIONS



Labor Charges Per Event

| | |
|-----------------|---------|
| 50-100 Guests | \$1200 |
| 101-150 Guests | \$1500 |
| 151-200 Guests | \$1800 |
| 201-300+ Guests | \$2500+ |

Additional Hour Fee

If adding one hour to your event, an additional labor fee of 25% of Food and Beverage will be applied to the final invoice.

Holiday Rates

Additional Holiday rates may apply for events held on national and observed Jewish holidays.

Additional hour may be purchased at the rate of \$750/hour with a max of 6 hours.

- If event extends over 6 hours, OT hours are billed at \$1500 per hour
- For Saturday events, dinner cannot be served until 1 hour after sunset.



Food Service

Our kitchen is a Kosher facility, supervised year-round by Kosher L.A. We only permit outside Kosher & non-Kosher catering at our House of the Book location.

Service Charge & Sales Tax

A service fee of 20% will be calculated on Food and Beverage total. Sales tax (at the prevailing county rate) will be calculated on Food and Beverage only.

Food Tastings

Potential clients may attend for a nominal fee however, if you do book your event, you will receive a credit toward your event.

Rates

\$150 per couple or \$250 for 4 guests.

Additional guests may attend for an additional fee. Dates will be decided upon booking.



SET UP FEES & OPTIONS



Accessibility

American Jewish University does its best to accommodate all guests, however, some areas are less accessible than others. Please notify us of any special requirements so we may plan accordingly.

Event Coordinator

For all lifecycle events, we require clients to contract with an Event Coordinator to (at least) be present for the duration of the event. A list of recommended Event Coordinators is available below.

Vendors We Love

Amy Greenburg Events; Jamie's Events & Weddings; DB Creative; Vox DJs; Towne and Country Rentals; Premier Party Rentals; Beverly Hills Best Valet

Additional Services

Each event is unique. We are eager to assist should you wish to personalize your event with décor rental, lighting, signature cocktails, etc. Ask your event representative for information.



ADDITIONAL INFORMATION

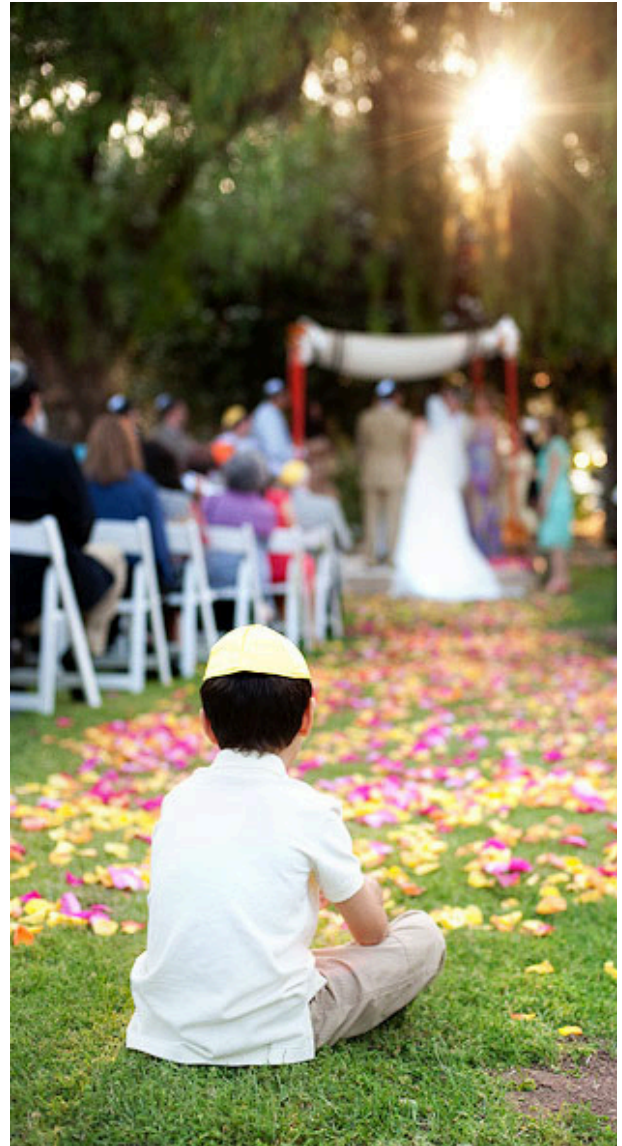
Dropping off items & rentals prior to your event date may be arranged at our team's discretion and a storage location set by our team. The storing of items is not guaranteed nor does AJU claim responsibility for left items. If items are prearranged to be dropped off prior to your event, you as the client are responsible for moving them from point A to point B. Your event coordinator can assist with this.

Cleaning is included in your rental fee, however if an unreasonable amount of cleanup is required after your event, an additional cleaning fee may apply. If rooms or spaces are used that were not part of your contract or prearranged and require additional cleaning, a fee may apply.

Final payment, head count, set up of spaces and timeline are due no later than 10 days before your event. A credit card on file will be needed prior to the start of your event.

Additional rooms may be needed, such as for getting dressed/ready for the Tish and Bedeken or the Ketubah signing, so please coordinate in advance with your team member on what's available and the time frame needed for these spaces.

Time restriction and event cut off is midnight. All bar services must end one hour prior to event end.



ADDITIONAL INFORMATION

Cars may be left overnight if arranged with a team member prior.

Certificate of Liability insurance is required by the contract signature holder and by all vendors. Please provide these no less than 10 days before your event. Any Vendors arriving without a COI on file will not be permitted onto our property.

Gratuuity is not required but not refused. Should the client want to leave additional monies toward staff, AJU will be happy to distribute. You are also welcomed to distribute personally.

Please note our campus is a busy one! We can guarantee your rented spaces will be yours exclusively however, there may be other groups using other rooms throughout our property simultaneously.

If you are bringing in your own catering at the House of the Book, please confirm your caterer is self-sufficient. AJU will not be able to provide anything to assist your caterer, such as refrigeration/storage or ice.

If your event is less than 50 people, please speak with a team member about availability. We will work with you and your group as best we can!

Security for your event is required and billed at \$65 per hour, with a minimum of 5 hours.



For questions or inquiries, please contact events@aju.edu.