



# Event Rental

GUIDE



STAENBERG OMAHA JCC

# Welcome

TO THE JCC



The Jewish Community Center serves the entire Omaha metro. Our goal is to provide opportunities to connect with one another through a variety of arts, recreation, education, fitness, and service programs.

Completely renovated and ready for your events, JCC spaces include our state-of-the-art Alan J. Levine Performing Arts Theater, multipurpose Goldstein Community Engagement Venue, and other small reception and meeting rooms. The J has a space that will work for anything from small gatherings to large scale performances, parties, or corporate events.

Consider us for your upcoming events and experience all that the J has to offer!

## JCC Hours of Operation

**Mondays - Thursdays**

5:00 a.m. - 9:00 p.m.

**Fridays**

5:00 a.m. - 7:00 p.m.

**Saturdays - Sundays**

7:30 a.m. - 7:00 p.m.

\*After-hours rentals are available

Rentals Department: (402) 334-6403

Member Services: (402) 334-6426

Front Desk: (402) 334-8200



Ready to rent?  
Scan to get started!

**For more information**

Please contact our Rental Manager at [rentals@jccomaha.org](mailto:rentals@jccomaha.org)

# Capacities

## BY ROOM

The JCC has different styles of tables & chairs available at no additional cost. Contact the Rental Manager for details regarding custom set-up options.

These are suggested numbers; combinations of different table styles may allow for more guests.

**THEATER STYLE:** A central aisle with even seating on either side. When there is a wedding ceremony or similar setup, the standard is a 5 foot aisle, large enough for two people to walk down side-by-side. Larger or smaller aisles may allow for fewer or more people.

**BANQUET STYLE:** Seating on both sides of rectangle tables allowing for a head table in one part of the room. There may be room for more or fewer guests based on how many chairs are at each table.

**ROUNDS STYLE:** 6 foot rounds with 8 guests seated at each. A general estimate with enough room to move around in between tables comfortably.

	THEATER	BANQUET	ROUNDS
Alan J. Levine Performing Arts Theater	310	N/A	N/A
Nelson & Linda K. Gordman Black Box Theater	100	N/A	N/A
Shirley & Leonard Goldstein Community Engagement Venue (CEV)	250	200	250*
Benjamin & Anna E. Wiesman Family Reception Room	75	40	N/A
Outdoor pavilion	N/A	100	N/A

\*over 200 guests require rental chairs



# Benjamin & Anna E. Wiesman Reception Room

Ideal for virtual meetings,  
professional luncheons,  
and smaller gatherings.

Embrace unconventional gatherings in this multipurpose room, equipped with the technology necessary for making your web-based meetings a success.

Offering a wall-mounted screen and embedded webcams & speakers, this unique space is well-suited for business meetings, luncheons, and smaller-scale presentations.

Additional pricing available. Contact the Rental Manager for more details.



## RENTAL TIMES

### Sunday-Saturday

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2 Hour Minimum

Billed Hourly After 2 Hours

# Shirley & Leonard Goldstein Community Engagement Venue

Ideal for large gatherings, receptions, corporate workshops, and speaking engagements

This fresh and functional space is perfect for wedding receptions, holiday parties, and various other large-scale events.

With two projectors and an integrated sound system, this spacious venue is ideal for enjoying a dinner and a dance with your friends, family, or coworkers.



## RENTAL TIMES

### Sunday-Saturday

Half-space	Half day/whole day
Full-space	Half day/whole day



# Alan J. Levine Performing Arts Theater

Ideal for performances, recitals,  
large speaking engagements,  
and streamed events

This beautiful venue features a comprehensive lighting & sound system, rigging & fly system, wired comms system, and a projector - all designed to provide an immersive experience for every audience member. There is the ability to broadcast video feed into the CEV, dance studios, and dressing rooms.

The new Nelson & Linda K. Gordman Black Box Theater provides an on-stage audience experience, allowing for smaller, more intimate productions.

Rental rates vary by event, please contact the Rental Manager for more details.



# Additional

## FACILITIES

The following spaces are available for events, and can be rented alone or added to an existing rental for a discounted rate.

ROOM	CAPACITY
Marlene & Marty Staenberg Arts & Education Corridor	75
Noshery*	100
Conference rooms	12-15

\*While the Noshery is available to rent as an event or “prep kitchen” space, it is also a staff lounge. Please note that even if you rent this room, JCC staff may be in there clocking in/out or taking their break.



# Service

## OPTIONS

Every rental includes basic set-up, tear-down, and complimentary Wi-Fi.

Additional services not listed below can be arranged by rental staff. Contact the Rental Manager for more details.

SERVICE	AVAILABILITY
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Event ticketing	All rental spaces
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Event streaming	Theater
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Custom lighting/sound	Theater/CEV
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Event staff	All rental space
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Music/entertainment services	All rental spaces
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On-site venue manager	All rental spaces
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# Beverage & Alcohol

## SERVICES

### Coffee Service:

Basic package includes regular and decaf, cream, sugar, sweeteners, and water\*  
\*iced tea by request

Specialty roasts and pastry packages available!

## MULTIPLE ALCOHOL PACKAGES

available for meetings as small as 10 and up!

**THE BASICS:** Beer, house wine, seltzers, and soft drinks (Coke, Diet Coke, Sprite)

**WELL BAR:** Everything from the basics plus: Amaretto, Bourbon, Gin, Rum, Scotch, Tequila, and Vodka. Includes mixers!

**PREMIUM BAR:** Everything from above featuring our upper shelf liquors like Makers Mark, Tanqueray, Titos, Bacardi, Dewars, and Patron. Includes mixers.

Ask about our signature drinks! Specialty liquors available by request.

All Packages include disposable cups, straws, napkins, ice, and bar equipment. Glasses available for rent. Kosher Wine available for an additional fee.

Alcohol must be requested at least 30 days from the event.



# Equipment

## OPTIONS

The following equipment items are subject to availability and require advance notice to reserve.

Have additional needs? We provide other items & services by request. Contact the Rental Manager for more details.

TABLES	DIMENSIONS	LINENS AVAILABLE	QTY.
6' Round table	72" diameter	White / Blue	25
8' Rectangular table	36" X 8'	White / Blue	38
3' Square table	36" X 36"	White / Blue	10
Cocktail table		White / Black	12

## EQUIPMENT

Chair, gray	Podium
Chair, black*	Poster stand (4), 11" X 17" & 24" X 36"
Stage risers (6)	Windows laptop
Electric keyboard	Microphone, wireless
Piano*	Microphone, lavalier
Clothing rack	Presentation clicker, wireless
Easel, black	Specialized audio/video/lighting equipment (experience/training required to bring in an outside A/V worker)
Music stands (12)	

\*theater only

# Rental Process

Our goal at the Jewish Community Center is to provide a great experience to everyone who walks through the front doors. We do our best to reflect this effort in our rentals department. From the inquiry stage to the final walk-through, the rental team values clear communication and ensuring that your event goes off without a hitch.

Our rental team is available to answer any questions you have throughout the process.



Ready to rent?  
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## Rental Checklist

- Rental request form filled out & submitted to Rental Manager
- Tour rental spaces & see which is best for your event
- Rental date(s) confirmed
- Rental contract signed
- Deposit paid at time of signing contract
- Setup requests submitted to Rental Manager atleast 1 month before event
- Event vendors (i.e. caterer, photographer) given to Rental Manager 1 month before event
- Alcohol/Services requested 1 month before event
- Liability insurance purchased & submitted to Rental Manager 2 weeks before event
- Final attendance count/setup requests confirmed & submitted to Rental Manager 2 weeks before event
- Remaining balance due 30 days after the event

## POLICIES TO NOTE

Community Engagement Venue rentals are subject to half-day minimums.

Wiesman Reception Room & Conference Room rentals are subject to 2-hour minimums.

Any set-up and tear-down beyond JCC provided services must be built into your rental time.

Deposits are nonrefundable.

Spaces cannot be reserved without deposit.

Security may be required for your event. All events with alcohol require security.

## FREQUENTLY ASKED QUESTIONS

### When can I rent spaces at the JCC?

Spaces are available to rent any time that the JCC is open and not being used by internal programming. After-hours rentals are available for an additional fee.

### Do you offer any discounts on rental rates?

We offer a rental discount for JCC members and non-profit organizations.

### If we have food catered in, does it have to be Kosher?

Catered food does not have to be Kosher-certified; pork & shellfish products are not allowed on the JCC campus.





**STAENBERG OMAHA JCC**

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