
For Office Use Only:
 Payment received for: Social Hall Kitchen Classroom Meeting Room \$. Date Paid Check #
 Payment received for: Back of Sanctuary Child Care Room Video/DVD \$. Date Paid Check #
 Certificate of Insurance

 **Congregation Beth Tikvah**
MEMBER Facility & Equipment RENTAL CONTRACT *(Revised January 2009)*

**NOTE: To have a life cycle event – annual membership dues must be PAID IN FULL one month prior to the event.
 Please return this Rental Contract for space or equipment at least two months prior to your event.**

Member's name renting facilities: _____ for date: _____
 Daytime ph. #: _____ Evening ph. #: _____ E-mail: _____
 Type of event: _____ **Number of people attending: #** _____
 Name of caterer: _____ Phone Number: _____
 Arrival time? _____ Tables to be set up by: **Date:** _____ **Time:** _____
 Who will set tables? caterer family renting facility

Room and Equipment Rental Request is for:

- SOCIAL HALL** *(by kitchen)* **\$150.00 + \$2.00 per person X # of guests = \$** _____
(includes tables, chairs, dinnerware)
- SOCIAL HALL** *(by courtyard):* **\$150.00 + \$2.00 per person X # of guests = \$** _____
(includes tables, chairs, dinnerware)
- (Each side seats 70-90 people for buffet service, depending upon layout; extension into back of sanctuary or classrooms is available.)*
- CLASSROOMS** **\$50.00 / room # of rooms requested: #** _____ **X 50.00 = \$** _____
(3 available adjacent to Social Hall)
- ζ **KITCHEN** **\$25.00/hour** *(if used other than day of event – or for food preparation)*
(stove, refrigerator, oven, counters)
- LIBRARY** **\$100.00**
- COURTYARD** **\$100.00**
- SANCTUARY** **\$40.00** (wedding rehearsal)
- Back of Sanctuary** **\$50.00** (Stand-up for 50-100)
- Stationary camera recording** **\$35.00** *(includes DVD or VHS videocassette)*
- Child Care Room*** **\$35.00** (Includes toys + TV/VCR or DVD)
*(*User responsible for hiring child care provider)*
- Microphone** **\$15.00**
- Overhead projector & screen** **\$75.00**
- Digital projector & laptop** **\$100.00**

CONTINUE ON REVERSE SIDE

Facility & Equipment RENTAL CONTRACT
(continued)

Please check items you would like to use for your event:

- | | |
|--|---|
| <input type="checkbox"/> 60" round tables (<i>seats 8</i>) | <input type="checkbox"/> serving pieces |
| <input type="checkbox"/> 6 ft. rectangular tables (<i>seats 6</i>) | <input type="checkbox"/> microwave |
| <input type="checkbox"/> folding chairs | <input type="checkbox"/> freezer or refrigerator - day of event |
| <input type="checkbox"/> high-top tables (<i>24" diameter</i>) | <input type="checkbox"/> coffee urn(s) |
| <input type="checkbox"/> cookware | <input type="checkbox"/> kitchen counter workspace |
| <input type="checkbox"/> china | <input type="checkbox"/> dry erase board |
| <input type="checkbox"/> flatware | <input type="checkbox"/> easel |
| <input type="checkbox"/> water goblets | <input type="checkbox"/> lectern |
| <input type="checkbox"/> wine glasses | <input type="checkbox"/> ice machine |

**Rental Payment due in full to Temple Administrator
at least ONE WEEK prior to date of event**

Policies/Responsibilities:

1. Smoking is NOT permitted in the building.
2. Neither pork nor shellfish may be prepared or served.
3. Caterer will present Certificate of Insurance, when member submits signed rental contract to temple.
4. Caterer/User Responsibilities: (a) clean-up of the social halls and the kitchen, (b) bussing of all dinnerware, and serving pieces to kitchen sink for rinsing, (c) removal of all trash.
If a caterer is not hired, temple custodial staff can complete for additional charge.
5. Temple Custodial Responsibilities: (a) load the dishwasher, (b) mop the kitchen floor.
- 5. The user/caterer provides all table linens, including cocktail and dinner napkins.**
- 6. The user/caterer provides all food, beverages and condiments.**
7. Social Hall rental is for a 3-hour period. Rental time may be extended past three hours at an additional charge of \$150.00/hour by special arrangement. 11:00 PM is the scheduled conclusion time for evening events.