
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 #
\$250.00 SECURITY DEPOSIT PAID: _____ Certificate of Insurance Worker's Compensation Insurance



NON-MEMBER

Facility & Equipment RENTAL CONTRACT (Revised January 2009)

Business/Organization: _____
 Name: _____ for date: _____
 Daytime ph. #: _____ Evening ph. #: _____ E-mail: _____
 Type of event: _____ Number of people attending: # _____
 Name of caterer: _____ Phone Number: _____
 Arrival time? _____ Room to be set up by: **Date:** _____ **Time:** _____
 Who will set tables? caterer renter

Room and Equipment Rental Request is for:

- SOCIAL HALL** (by kitchen) **\$175.00 + \$2.00 per person X # of guests = \$ _____**
 (includes tables, chairs, dinnerware)
- SOCIAL HALL** (by courtyard) **\$175.00 + \$2.00 per person X # of guests = \$ _____**
 (includes tables, chairs, dinnerware)
- (Each Social Hall seats 70-90 for buffet service, depending upon layout; extension into back of sanctuary or classrooms is available.)
- Request for extended period rates. Individual arrangements made for rental of 1 month or more.**
- CLASSROOMS** **\$50.00/room # of rooms requested: # _____ X 50.00 = \$ _____**
 (3 available adjacent to Social Hall)
- KITCHEN** **\$25.00/hour** (if used prior to day of event – or for food preparation)
 (stove, refrigerator, oven, counters)
- LIBRARY** **\$125.00** (lecture seating for 60, meeting space for 20)
- COURTYARD** **\$150.00**
- SANCTUARY** **\$250.00** (auditorium seating for 119)
- Back of Sanctuary** **\$75.00** (Stand-up reception for 50-100)
- Stationary camera recording** **\$50.00** (includes DVD or VHS videocassette)
- Child Care Room*** **\$50.00** (Includes toys + TV/VCR or DVD;
 (*User responsible for hiring child care provider)
- Microphone** **\$15.00**
- Overhead projector & screen** **\$100.00**
- Digital projector & screen** **\$100.00**

CONTINUE ON REVERSE SIDE

Facility & Equipment RENTAL CONTRACT

(continued)

Please check ✓ additional items you would like to use:

(These items are included in the room rental fee and can be available for use.)

- | | |
|--|---|
| <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.

