



MEMBER FACILITY RENTAL AGREEMENT AND GENERAL RULES AND REGULATIONS

Event Name: _____ Date: _____
Main Contact: _____
(jointly, severally, and collectively "Renter") Phone: _____
Email _____
Start Time: _____ End Time: _____
Will Alcohol be served? Y/N Additional Police or Security Y/N
Party Planner: _____ Contact: _____
Caterer: _____ Contact: _____
Other Vendors _____

1. Price Quotation and Commitment:

- A. Renter commits to rent the Congregation Or Tzion lobby and Social Hall and to pay Congregation Or Tzion the charges as specified; Rental Fee in full is due no less than thirty (30) days prior to the event - check applicable event(s):
 - o **Evening Event: \$700;**
 - o **Morning/Afternoon Event: \$500;**
 - o **Shabbat Dinner: \$360.**
- B. A non-refundable deposit of 50% ("Event Deposit") will hold the facility for Renter's event. The 50% will be applied toward the total charges. Without this deposit, a reservation is not secured. A Damage Deposit ("Damage Deposit") of \$500 is due when making the reservation, and will be refundable after the event assuming there have been no damages. The \$500 Damage Deposit will be applied towards the cost to remedy any damage, but Renter remains responsible for charges dues to damages in excess of the Damage Deposit.

For Or Tzion Members only: We will accept and hold a pre-authorized credit card or a check that we will not cash for the required security deposit.
- C. Subject to the following sentence, Rental fees are refundable if a cancellation takes place no less than three (3) weeks prior to date of the event. However, 50% of the Event Deposit as a processing charge will be retain by Congregation Or Tzion and deemed earned upon deposit. No refunds will be issued for cancellations made less than three (3) weeks before the event (for the Rental Fee or any deposit.
- D. Additional police officers/security guards, hired at Renter's expense, will be required if any alcohol is served at an event and/or the number of attendees will be at least 100 guests. If the Renters have less than 100 people attending AND no liquor, security is at the Renter's option. **MUST PROVIDE LIQUOR LIABILITY INSURANCE AND USE BARTENDERS WITH LIQUOR LICENSE. IF LIQUOR IS SERVED, IT MUST BE NOTED AT THE ENTRYWAYS THAT THIS IS A PRIVATE EVENT.**
 - Yes No We plan to serve alcohol and/or our guests will exceed 100
 - Yes No We opt for security (while not required)

2. Congregation Or Tzion's Facility: Approximate capacity of the social hall for dinner with round tables is approximately 200 without a dance floor, and 150-175 with a dance floor.

- A. Congregation Or Tzion will supply round tables to maximize the social hall (and a few rectangular ones if you like), plus chairs. Renter will need to supply everything else, such as linens, dishes and silverware. There is an additional fee of \$150 for the dance floor rental.
 - Yes No Dance Floor.

- B. As part of the Rental Fee, a custodian or other staff member will be on site during your simcha, and will provide set up of tables and chairs, per diagram provided by Renter, and take down of the tables and chairs.
- C. The Renter or caterer is responsible for setting the tables with linen, china, glassware, silverware and centerpieces.
- D. Entire facility is Smoke Free: No smoking allowed within 20 feet of the building.

3. Congregation Or Tzion's kitchen is Kosher and under the supervision of Rabbi Micah Caplan.

Caterers:

- Must be from the list of Congregation Or Tzion approved caterers (available from the office).
 - May use the Congregation Or Tzion kitchen, but not for food preparation. All food is to be prepared and transported to synagogue by caterer. Access to refrigerators, ice machine, ovens for warming, warming cart, prep areas for meat and dairy is available.
 - Renter or its caterer will be required to provide an additional \$500 Caterer Damage Deposit ("Caterer Deposit") if any Congregation Or Tzion kitchen facilities are going to be used (and the same rules apply for the Caterer Deposit as set forth for the Damage Deposit stated earlier in these policies).
 - Caterer must provide minimum \$1M liability insurance which lists Or Tzion as an additional named insured party.
 - Caterer must have all necessary food service licenses and permits.
 - Renter's caterer will be required to handle the food set up, collection/removal of the linens, dishes and silverware; clean up any spillage, debris, and remove the garbage; return kitchen and facilities to pre-event condition. There will be a \$50 per hour charge if Congregation Or Tzion staff has to do any clean up.
- 4. Deliveries** of catering supplies, any sound, lighting or catering equipment, decorations, flowers, etc. must be coordinated with Congregation Or Tzion's Administrative office and/or Maintenance staff.
- 5. Decorations and Party Favors:** No firearms, firecrackers, sparklers or anything that endangers guests may be brought into the facility or onto the grounds. Helium balloons may be used for decorations, however, following the event, all balloons must be removed. Candles used as decorations must be contained within glass containers and placed on non-porous surfaces. Decorations may not be hung on doors or walls. Displays may be arranged on easels or on tabletops. No flower petals or rice may be tossed. No confetti, glitter or tinsel may be used in the facility.
- 6. Music:** Bands, Orchestras, DJs, and other vendors must provide their own equipment, instruments, and amplification systems. Bands, Orchestras, DJs and other music vendors ("Music Vendors") must provide minimum \$1M liability insurance which lists Or Tzion as an additional named insured party.
- 7. Lighting:** All lighting and stage equipment must be set up under the supervision of the maintenance staff and may be used only when approved by Congregation Or Tzion staff. Permission to bring in special equipment must be obtained from the staff in advance and delivery of said equipment must be coordinated with staff.
- 8. Flowers:** Renter must have his/her florist coordinate delivery time with Congregation Or Tzion's Administrator's office. Renter is responsible for disposing of flowers after the event. Congregation Or Tzion is not responsible for any equipment or supplies left on the premises by the florist.
- 9. Indemnity:** Renter hereby indemnifies, defends, and holds harmless Congregation Or Tzion, its directors, officers, members, and employees from any and all loss, damage, claims, causes of actions, and demands arising out of or relating to Renter's use of the facilities and environs, including but not limited to the service of food or alcohol, including underage drinking by Renter, Renter's guests,

Renter's caterers, contractors, or other service providers or employees of same, or any invitees of Renter, Renter's guests, or Renter's contractors, including any acts of negligence by any person or entity. Renter assumes full responsibility for any physical damage to the facilities or equipment occurring during the rental period and any injury, harm, death or loss to any person during Renter's event.

10. Responsibility for Residual Damage: Renter understands that Congregation Or Tzion has, will, or may sign a contract with Renter's caterer, under the terms of which the caterer promises to reimburse Congregation Or Tzion for any damage or loss attributed to the caterer. Renter further understands that certain circumstances may arise where Renter's caterer does not fully reimburse Congregation Or Tzion for loss, including but not limited to cases where Renter's caterer cannot pay for damage, is not responsible for damage, or refuses to pay for damage, breakage, or loss to Congregation Or Tzion's premises, serving items, fixtures, facilities or equipment, regardless of liability on the part of Renter's caterer and in such event, Renter will be responsible for such non-reimbursement or non-payment by caterer. In no event, however, shall Congregation Or Tzion recover from both Renter and Renter's caterer for such loss.

11. Other vendors not previously named: Other vendors, not previously named herein, must provide minimum \$1M liability insurance which lists Or Tzion as an additional named insured party.

ONE WEEK PRIOR TO THE EVENT:

12. Submit final headcount to Congregation Or Tzion.

DISCLAIMER:

13. Congregation Or Tzion assumes no liability or responsibility for damage or loss of personal property of the Renter, his agents, or guests. This shall include but not be limited to cash, gifts, presents, vehicles brought or left on premises, any equipment, supplies, linens, beverages, etc. Brought to or delivered to the facility on Renter's behalf. All such personal property will at all times be the responsibility of the Renter and be there solely at the Renter's risk. Congregation Or Tzion shall not be liable for anything lost, stolen or damaged before, during, or after the event.

14. Congregation Or Tzion shall not be liable for any stoppage or interruption of the supply of public utilities, gas, electric current, water, and the like, nor shall it in any manner be responsible for any interruption or damages resulting from acts of the elements, riots, strikes, acts of violence, acts of public, civil, judicial, or military authorities or acts of God beyond the reasonable control of the synagogue.

Renter has read and accepts the aforementioned fees, rules and regulations of Congregation Or Tzion, a copy of which has been provided.

RENTER: _____ DATE: _____

CONGREGATION OR TZION _____ DATE: _____

Rental Amount \$ _____ Paid \$ _____ Date _____

Deposit Amount \$ _____ Paid \$ _____ Date _____