

RENTAL AGREEMENT for Brit Milah/Simchat Bat

Dear Parents:

Mazal Tov on the birth of your child. The Bayit is committed to making lifecycle celebrations for each new member of Am Yisrael a special and meaningful occasion for your family. While there are occasionally multiple events on the same day, we are committed to having your new baby celebration take place in our building to establish what will hopefully be a lifelong relationship with our Bayit.

Sincerely,

Richard Langer
Executive Director

Please fill out the form below and return it to the office as soon as possible.
(email richard@thebayit.org or fax 718-884-3206).

If you need recommendations for a caterer or Mohel, please ask us. We also encourage you to reach out to our Rabbinic Staff for assistance with planning the ceremony.

Name _____

Address _____

Contact person _____

Home: () _____ - _____ Work: () _____ - _____ Cell: () _____ - _____

Email Address: _____

Event (circle one): Simchat Bat - Brit Milah - Pidyon Haben

Tefillah (circle one): Early Shacharit (6:40/6:45am) Late Shacharit (8:15am)

Separate Service*: time: _____ Meal Only

I prefer to have tefillah in the: (circle one) Main Sanctuary Beit Midrash

Approx # of guests: _____

Date of Event: _____ Hours: _____

Caterer's Name: _____ Tel. () _____ - _____

*Additional room rental for a private tefillah

Calculation of Rental Fees:

Fewer than 30 guests: \$400 (\$600 non-members) 30 or more guests: \$600 (\$900 non-members)
Please contact the shul office for pricing for events involving 200 or more guests.

Additional charge for separate tefillah (if requested): \$250

Total Amount Due: \$ _____

Please make payment as soon as possible. Payment is due no later than the first business day after your simcha.

A few house rules to keep in mind when planning your simcha:

- The caterer must be under Orthodox rabbinic supervision approved by the Rabbinic Staff of HIR/The Bayit.
- All religious events, ceremonies and services must be approved by the Rabbinic Staff of HIR/The Bayit.
- You must provide supervision for any children at your event.
- Do not attach or hang anything in any manner to the walls, windows, window treatments, doors, ceiling, vents or light fixtures.
- Do not bring food or helium balloons into the main sanctuary.
- **No** candles, sparklers or “silly string” may be used.
- Candy may not be thrown in any Tefillot.
- By signing this contract, you agree to be responsible for any damage caused by you, your guests or those you hire or bring into HIR/The Bayit for your event.

HIR/The Bayit’s liability is limited to rental fees actually paid to HIR/The Bayit.

Your room rental includes (a) use of all or part of the Social Hall or other appropriate space (as determined by HIR/The Bayit based upon availability and the expected number of guests), (b) tables and chairs for your designated number of guests (plus typical tefillah attendance if your event is in conjunction with a regularly scheduled tefillah), and (c) caterer access to the kitchen. In case of multiple events taking place at the same time, your meal may be relocated to the Main Lobby, Terrace or Second Floor Beit Midrash as available/preferred.

Weekday services are normally in the downstairs Beit Midrash. If you are expecting a large turnout, or prefer that we use the Main Sanctuary, please let us know in advance. If you would like a separate tefillah, the time and location of our daily services will continue as scheduled and your tefillah can be scheduled to the extent that we have available space.

I/we have read this contract and understand and accept its terms.

Renter Signature: _____ Date: _____

If grandparents or other third party is responsible for paying the fees, please indicate here:

Name of responsible party: _____

Address: _____

City, State, Zipcode: _____

Email: _____ Tel #: _____

**CREDIT CARD AUTHORIZATION FORM FOR
HEBREW INSTITUTE OF RIVERDALE – THE BAYIT
3700 Henry Hudson Parkway
Bronx, NY 10463
718-796-4730**

Room Rental Payment Form

If you would like to charge your rental payment to your MASTERCARD or VISA, please complete the authorization form below.

Payment must be for the full amount due. You can also pay online at www.thebayit.org/donate.php

I authorize Hebrew Institute of Riverdale – The Bayit to charge the following amount to my credit card:

Please charge my credit card in the amount of _____.

Name on MASTERCARD or VISA (only) _____

MASTERCARD or VISA Number _____

Expiration Date _____

Signature _____ Date _____

*American Express cards are accepted via the PAYPAL checkout system on our website www.thebayit.org. The office CANNOT process any AMEX payments. For assistance navigating our website please contact the office.