

Hebrew Institute of Riverdale – the Bayit 3700 Henry Hudson Parkway Bronx, NY 10463

718-796-4730 fax 718-884-3206 www.thebayit.org office@thebayit.org

RENTAL AGREEMENT for Small Parties @ HIR

Mazal Tov! We look forward to celebrating with you, your family and friends at the Bayit. The HIR is a wonderful place for a party of up to 330 guests. Centrally located right on the Henry Hudson Parkway, Riverdale is an easy drive from Westchester/Connecticut, Long Island, New Jersey and the other 4 boros and only a half hour from La Guardia Airport.

To tour our facility or make a reservation please contact me at 718-796-4730 ext 104 or by email richard@thebayit.org

Sincerely,

Richard Langer
Executive Director

Please fill out the form below and return it to the office as soon as possible. If you have not selected all your vendors yet, please leave the space blank and let me know once you have finalized your contract. (email richard@thebayit.org or fax 718-884-3206).

Name _____

Address _____

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

Email Address: _____

Event type (Reunion, Birthday, Anniversary, Retirement, Sheva Brachot etc):

Date of Event: _____

Caterer's Name: _____

Caterer Tel.(____) ____ - _____ Caterer Email: _____

Additional vendors:

Florist's name: _____ Tel: (____) ____ - _____

Photographer's name: _____ Tel: (____) ____ - _____

Musician's name: _____ Tel: (____) ____ - _____

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Depending on the format and size of your party, we have various rooms and resources besides our Social Hall to make your event fun and successful. *(To reserve the Social Hall please refer to our Social Hall Rental Agreement available at www.thebayit.org/simcha)*

___ **Terrace: \$600** (weather permitting, in case of inclement weather your party will be relocated to another area of the Bayit, subject to availability)

___ **Terrace and Main Lobby: \$900**

___ **2nd Floor Bet Midrash: \$600**

___ **Double Classroom on 3rd Floor: \$450**

Additional Services/Fees (check all that apply):

___ **Caterer Drop Off Surcharge \$150** (parties with more than 50 guests must hire serving staff)

___ **Lower Level Bet Midrash for speeches, class or meeting \$250 (no food)**

___ **Main Sanctuary for speeches, class or meeting \$500***

___ **Teen Lounge Access \$150 (subject to availability)****

Total Event Fees Due: _____

non-Member surcharge*** (25%): _____

Security Deposit: \$500

Total Amount Due: _____ Must be paid in full 7 days prior to your event. No vendors (caterer, florist, etc) will be allowed building access until all fees are paid.

A non-refundable** down payment of \$500 is due with this contract to reserve the dates/rooms for your simcha. Contracts will not be accepted without deposit, rooms are rented on a first-come, first-served basis.**

*Includes use of Main Lobby. No food in Sanctuary please. Light refreshments only in Lobby.

** In addition to rental fee, you must hire an approved supervisor to ensure proper behavior and respect for teen lounge property including Ping-Pong, Foosball, Pool, TV w/X Box and Cable TV)

***Members in arrears must pay the 25% non-member surcharge or the amount in arrears whichever is less prior to their event. Surcharge payments will be applied to open balances.

**** Down payments for reservations canceled at least 180 days prior to event will be refunded.

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

- All vendors must be properly insured and provide certificate of insurance to the HIR prior to your event.
- 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.
- 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.
- Party time of 4 hours does not include setup/cleanup time. Caterers/other vendors will be granted access to space no less than 2 hours prior to event (earlier if space is available). Caterers and other vendors are expected to clean up kitchen/party area in one hour and turn the room over to our maintenance staff for vacuuming/mopping as needed.
- All alcoholic beverages must be stored in the Executive Director’s office before and after your event until removed from HIR premises.
- The office will accept deliveries of supplies (wine, liquor, balloons, linens etc) and store them in either the administrative offices or maintenance office as available/appropriate up to 3 days in advance of your event.
- Your room rental includes the use of HIR’s tables and chairs and access for your caterer to our kitchen. HIR does not provide any linens, kitchen equipment or tableware.
- HIR has some audio/visual equipment (screen, projector, microphones and speakers) that are available for your use at no additional charge (subject to availability). Please discuss your needs with us, so we can reserve the appropriate equipment for your event.

HIR/The Bayit’s liability is limited to rental fees actually paid to HIR/The Bayit. Room rentals are for a maximum of 4 hours plus setup and clean up time as described above. Overtime costs at a rate of \$100/hr will be deducted from your Security Deposit. Your Security Deposit (less any deductions for damages or overtime) will be refunded within 7 days after your event.

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

Renter Signature: _____ Date: _____

If a 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.