

RENTAL AGREEMENT for Birthday Party/3rd Floor Party Room

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).

Name _____

Address _____

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

Email Address: _____

Child's Name: _____

Date of Event: _____ Start time: _____

Caterer or Restaurant Name: _____

Additional vendors (if any):

Name: _____ Tel: () _____ - _____

Name: _____ Tel: () _____ - _____

Name: _____ Tel: () _____ - _____

Up to 25 guests 1.5 hour party in Classroom 3.5/6: \$160

Security deposit: \$250

Total Amount Due: _____ Must be paid in full 7 days prior to your event.

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

- All vendors must be properly insured and provide certificate of insurance to the HIR prior to your event.
- All food must be purchased from a restaurant or caterer under Orthodox rabbinic supervision approved by the Rabbinic Staff of HIR/The Bayit. Pre-packaged items with an OU, OK, Chof-K or Star-K label may be brought to building in sealed packaging.
- You must provide supervision for any children at your event.
- Birthday party rentals are available during normal building operating hours only. Rentals are on a first-come first served basis. PLEASE DO NOT SEND OUT ANY INVITATIONS UNTIL YOUR RESERVATION IS CONFIRMED BY THE OFFICE.
- Do not attach or hang anything in any manner to the walls, windows, window treatments, doors, ceiling, vents or light fixtures.
- No sparklers or "silly string" may be used.
- Candles are limited to small birthday candles on a cake.
- 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.
- Your rental includes 1 hour setup, 1 ½ hour party and ½ hour for cleanup.
- Your room rental includes the use of HIR's tables and chairs. HIR does not provide any linens, kitchen equipment or tableware.
- Party Room Rental does NOT include Kitchen access.

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

- Youth Department toys, games and equipment are reserved for the use of the Youth Department and are not included.

HIR/The Bayit's liability is limited to rental fees actually paid to HIR/The Bayit. Room rentals are for a maximum of 1.5 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 #: _____

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**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

Payment must be for the full amount due at this time. 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 today in the amount of _____ (security deposit).

Please charge the balance of my room rental on _____ (at least 1 week prior to event)

Name on Credit Card _____

Card Number _____

Expiration Date _____ CVV: _____

Signature _____ Date _____