

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

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 Party Room (3.5/6): \$160

Use of Teen Lounge (3.1) during your Party:* \$150 additional

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

Security deposit: \$250

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

A non-refundable* down payment of \$100 is due with this contract to reserve the dates/rooms for your party. Contracts will not be accepted without down payment rooms are rented on a first-come, first-served basis.**

*Teen Lounge rental includes use of pool table, foosball, ping pong and TV with X-Box. You must hire a Youth Department approved supervisor in addition to the rental fee. Subject to availability.

** 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.
- 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.
- 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 #: _____

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

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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

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 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 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.