

**RENTAL AGREEMENT for Shabbat/Yom Tov Simcha**

Mazal Tov! We look forward to celebrating with you, your family and friends at the Bayit. We are committed to making lifecycle celebrations a joyous and meaningful occasion for your family. Shabbat celebrations present some unique challenges, but we are here to help you. Please reach out to our Rabbinic Staff with questions and our Hospitality Committee for assistance in finding hosts for out of town guests. Many families choose to celebrate with the entire Bayit family by sponsoring a kiddush for the entire community and/or our Abraham and Sarah's Tent (our weekly open Friday Night dinner), with which we can also assist you. If you and your guests would like to join the Abraham and Sarah's Tent program on the weekend of your simcha, please contact our coordinator James Lapin at [tent@hir.org](mailto:tent@hir.org) to make arrangements (and there will be no rental fee for that meal).

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](mailto:richard@thebayit.org) or fax 718-884-3206).

Name \_\_\_\_\_

Address \_\_\_\_\_

Contact person \_\_\_\_\_

Home: ( ) \_\_\_\_\_ - \_\_\_\_\_ Work: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Event type (Brit, Bar/Bat Mitzvah, Aufruf etc): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Caterer's Name: \_\_\_\_\_

Caterer Tel.(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Caterer Email: \_\_\_\_\_

**What events will be happening at the Bayit in relation to your Simcha?** (circle all that apply)

Friday Night Dinner (invited guests only) Kiddush/Lunch for entire Shul

Kiddush (invited guests only) Lunch (invited guests only) Seudah Shlishit for entire Shul

Seudah Shlishit (invited guests only) Melave Malka (invited guests only)

**Fees and expenses – member rates (circle all that apply):**

- Private Room Rental Friday Night Dinner fewer than 30 invited guests: \$300
- Private Room Rental Friday Night Dinner 30-49 invited guests: \$400
- Private Room Rental Friday Night Diner 50-100 invited guests: \$600
- Private Room Rental Friday Night Dinner 100+ invited guests: \$800
  - If you have your caterer provide food for Abraham & Sarah’s Tent, you can be our Tent sponsor for the week and may DEDUCT \$150 from your room rental fee, while keeping your dinner private. Please ask your caterer to supply food for an additional 25 people.
- To sponsor Kiddush for entire Shul (see [www.thebayit.org/kiddush](http://www.thebayit.org/kiddush) for menu options):
  - Regular: \$500      Deluxe: \$1250      Gala: \$2500
- If you wish to use your caterer for a Kiddush and/or Seudah Shlishit open to the entire congregation, there is no room rental fee. However, we will collect a security deposit of \$500 to ensure that all HIR policies are honored by your caterer.
- Use of Bet Midrash for private Tefillah \$250 (must be approved by Rabbinic Staff)
- Room Rental Shabbat Lunch or Kiddush for invited guests (4 hour max)
  - 2/3’s Social Hall: \$800 (up to 180 guests)
  - Entire Social Hall: \$1,200 (up to 300 guests)
- Sponsor Seudah Shlishit for entire shul: \$250
- Private Seudah Shlishit and/or Melave Malka (total time 4 hours)
  - 2/3’s Social Hall: \$800 (up to 180 guests)
  - Entire Social Hall: \$1,200 (up to 300 guests)
- Other Fees:
  - Drop-off catering fee. If your caterer is not supplying wait staff/servers for a private meal, our in-house staff will assist with setup and cleanup. Absolute max # of guests for drop off service is 50. Fee per meal: \$150
  - Security deposit (refundable by the Bayit within 7 days after your Simcha, subject to reduction for any further fees or expenses): \$500

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.**

\*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 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.
- 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.
- Alcoholic beverages are not permitted at HIR events. **Private room rentals for your invited guests are not subject to this limitation.** Serving alcohol at a public HIR event (i.e., Abraham & Sara’s Tent, Kiddush or Seudat Shlishit to which the entire congregation is invited) will result in the forfeiture of your security deposit.
- 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 (including overnight between parts of your event).
- 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.

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.

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 at this time. You can also pay online at [www.thebayit.org/donate.php](http://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](http://www.thebayit.org). The office CANNOT process any AMEX payments. For assistance navigating our website please contact the office.