

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.

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).

Name _____

Address _____

Contact person _____

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

Email Address: _____

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

Caterer's Name: _____

Date of Event: _____

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
- To sponsor Kiddush for entire Shul (see www.thebayit.org/kiddush for menu options):
- 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)
 - o 2/3's Social Hall: \$800 (up to 180 guests)
 - o Entire Social Hall: \$1,200 (up to 300 guests)
- Sponsor Seudah Shlishit for entire shul: \$400
- Private Seudah Shlishit and/or Melave Malka (total time 4 hours)
 - o 2/3's Social Hall: \$800 (up to 180 guests)
 - o Entire Social Hall: \$1,200 (up to 300 guests)
- Other Fees:
 - o 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
 - o Security deposit (refundable by the Bayit within 7 days after your Simcha, subject to reduction for any further fees or expenses): \$500
 - o Security Guard: The Bayit has a security guard for 4 hours each on Friday night and Shabbat morning. The guard's hours will be extended until after your event and/or he will return Shabbat afternoon.

Total Event Fees Due: _____

non-Member surcharge* (25%): _____

Damage 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.

*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 #: _____

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

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

**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 _____ (deposit).

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

Name on MASTERCARD or VISA (only) : _____

Card #: _____

Expiration Date: _____ CVV code: _____

Signature: _____ Date _____