Host Name(s): ________________________________________________________________

We would like to reserve the following locations and agree to use only these rooms during our event (please circle all that apply):

SANCTUARY SOCIAL HALL LOUNGE COMMUNITY COURT KITCHEN

In celebration/memorial of: _______________________________________________________

ON (DATE) ____________________ STARTING AT (TIME) ________________ AND ENDING AT (TIME) ________________

1. **Select from the following options:**

- [ ] Rental A – Weinstein Community Court
  no additional tables standing room for 80 guests $200

- [ ] Rental B – Swarsensky Social Hall
  with seating for up to 200 guests $550

- [ ] Rental C – Weinstein Community Court and Terrace
  with seating for up to 60 guests, or standing room for 80 guests $450

- [ ] Rental D – Frank Family Adult Lounge
  with seating for up to 50 guests, standing room for 70 guests $375

- [ ] Convenience Kiddush - challot, juice, cups for 80 guests
  Add $25 for each additional 40 guests. $150

- [ ] Additional Facilities staff (required if self-catering) $50/hr

**Events held when building is not scheduled to be open:**

- [ ] Additional Facilities staff (when self-catering) $50/hr

- [ ] Facilities and Security (when building is not scheduled to be open) $125/hr

- [ ] Cleaning Fee $200

- [ ] Kitchen use fee $200

**Table Linens (priced per item) please list quantities:**

- [ ] Table cloths (tablecloth color choices: white or ivory) $12.00/ea

- [ ] Table Skirts $15.00/ea

- [ ] Napkins $75/150
  *ordered in increments of 150 per color, for color choices see swatches in office*
2. **Conditions and Terms**

- Only Temple Beth El members ("members") in good standing may reserve and host an event in our facility unless special arrangements are made with the executive director.

- As a house of worship, events in the sanctuary are given first priority. We do not schedule competing events when the sanctuary is in use.

- A meeting will be scheduled with the executive director and the facilities coordinator at least three weeks prior to your simcha. At this time, we will finalize your event plan and specific details to create a memorable life cycle event for your family.

- You agree to provide an event plan and a diagram for the setup of tables (if needed) to the executive director at least three weeks prior to your event.

- If you are planning to use a caterer for your event, your caterer must meet our requirements for liability and other forms of insurance as well as meet all applicable state and federal requirements. Your caterer must provide proof of insurance to the executive director at least 90 days before your event.

- If you have a self-catered event you must provide 1 volunteer/every 50 people. In addition, you agree to have TBE hire a facilities staff person at the hourly rate set on the facilities fee schedule.

- If you are planning to use the kitchen personally or use a caterer, you agree to meet, or have your caterer meet, with the executive director at least 90 days before your event. During this meeting, the executive director will acquaint you and/or your caterer with our standards for the operation and use of kitchen appliances, dishes, serving pieces, etc. The facilities in the kitchen, including the silver service, are the property of the Temple Sisterhood and may not be removed from the premises at any time. There is an additional fee to use the kitchen.

- While our kitchen is not certified kosher, you may not serve any pork or pork products such as bacon or Italian sausage or shellfish such as shrimp or lobster.

- Alcohol policy: The consumption of alcohol should never be the focus of any event. If you choose to serve alcohol, you agree to provide a plentiful amount of alcohol-free beverages such as water, milk, juice and soda and to comply with all applicable municipal and state laws and regulations. We allow only wine, champagne and beer to be served during celebrations geared toward minors, such as Bar and Bat Mitzvah celebrations. For adult-centered events, any alcoholic beverage may be served. If you choose to serve alcohol, you alone are responsible and liable for the welfare of your guests, especially those who will be driving.

- All families are required to sponsor a kiddush. All families that are hosting a kiddush beyond the basic kiddush are required to provide a $100 refundable deposit for breakage, shrinkage, cleanliness and maintenance. At the conclusion of your event, the facilities coordinator will verify that all requirements have been satisfactorily met and your deposit may be returned or applied to your final bill.
   - To secure your reservation, you agree that a $100 deposit will be charged to your account to secure the use of the room. This reservation deposit will be credited to your final bill provided that all the requirements for breakage, shrinkage, cleanliness and maintenance are satisfactorily met.
   - As the host of an event, you are responsible for the behavior of all of your guests. As such:
     - you agree to leave the building and premises in a clean and orderly condition when your event concludes. If it is determined that additional cleaning is needed after your event, you agree that the cost will be deducted from your deposit.
- You agree to oversee and, if necessary, redirect your guests to behave respectfully. This may require appointing a designated supervisor for under-aged guests. You also agree to pay for any costs associated with the replacement or repair of any property damaged or lost during your event.

- To maintain an atmosphere conducive to worship and reflection, flash photography is prohibited during Shabbat and Holiday services in the sanctuary.

- To maintain a healthy environment in our building, no smoking is allowed on Temple property at any time.

- Only freestanding decorations may be used in the Temple. No decorations may be attached to any wall in the building. For the purpose of this agreement, “attached” means employing the use of tape, glue, nails, screws and the like. Additionally, the use of confetti/glitter/and other small particles for decorating are prohibited.

- Due to concerns with safety and cleanup, smoke, fog and bubble machines are not allowed.

- As a security measure, you agree that all exterior doors shall remain locked and closed throughout your event. Prior to your event, the executive director will provide you with the security door code for the side and front doors. You agree to keep this code confidential and to be present personally to use the code to allow your vendors access to our building.

- Evening events will conclude by 11:00pm and all vendors will vacate the premises no later than midnight.

- Fees for the use of our building are set out in our Temple Beth El Facility Fee Schedule.

3. **Acknowledgements (please initial each section)**

   a. I/We agree to the TBE catering policies as outlined ___

   b. I/We agree to leave the Temple in the condition in which it was found (decorations cleared, dishes clean, nothing broken or destroyed) ___

   c. I/We agree to indemnify and hold harmless to the fullest extent allowed by law Temple Beth El, its insurers, staff, agents, officers and Board of Trustees from any and all claims of any kind or nature, judgment, costs, demands, actions, liability or loss, including attorney’s fees which may arise from, or be incurred as a result of your use of or activities at or around the Temple facilities, including and without limitation, injury or damage to persons or property caused by the actions, errors or omissions of you, your guests, and any agents, contractors, servants, employees, group members and participants or invitees. ___

   I have read this Agreement fully, understand it, and agree to abide by the terms and conditions listed above and, if applicable, in the b’nai mitzvah handbook.

   **Total Financial Commitment** $________

   ___________________________  ___________________________
   Signature                    Date
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