

# Building Use Application

Please return this form and payment of the event fee, or a 50% deposit, **within 30 days** after you receive date confirmation.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Type of Function:** \_\_\_\_\_

**Date of Function:** \_\_\_\_\_ **Time of Function:** \_\_\_\_\_ (start) **to** \_\_\_\_\_ (finish)

**Estimated Number of Guests:** \_\_\_\_\_

**Other Contacts (Caterer, vendors, photographer, etc.):**

| Name | Duty | Contact |
|------|------|---------|
|      |      |         |
|      |      |         |
|      |      |         |

*If not provided above, please send vendor information no later than two weeks before your event.*

**Facilities Requested (check all that apply):**

\_\_\_\_ **Sanctuary**

\_\_\_\_ **Oneg Room**

\_\_\_\_ **Kitchen**

\_\_\_\_ **Other** (porch, patio, lawn, library, etc. – please specify: \_\_\_\_\_ )

**Setup Notes and/or Diagram:**

## **Event Fees**

**Each of these fees includes custodial services for one hour prior and one hour after the event.** If additional custodial time is needed, an hourly fee will be charged (See below). Options 1-4, 7 and 9 include use of Sanctuary for the service. All fees are subject to change.

| <b><u>Type of Event</u></b>   | <b>Members</b>   | <b>Non-Members</b>   |
|---|--|--|
| 1. Basic B'nai Mitzvah includes use of kitchen and Oneg Room for 1-hour Kiddush   | <i>No Charge</i>   | <i>\$800</i>   |
| 2. B'nai Mitzvah with Extended Kiddush includes use of kitchen and Oneg room for 2-hour maximum Kiddush   | <i>\$125</i>   | <i>\$900</i>   |
| 3. B'nai Mitzvah plus kitchen and Oneg Room for 4-hour maximum luncheon or dinner   | <i>\$300</i>   | <i>\$1100</i>  |
| 4. B'nai Mitzvah plus kitchen with Oneg Room <b>and</b> Sanctuary as function rooms for 4-hour maximum luncheon or dinner   | <i>\$450</i>   | <i>\$1400</i>  |
| 5. Oneg Room and kitchen for luncheon or dinner (4-hour maximum)  | <i>\$425</i>   | <i>\$675</i>   |
| 6. Sanctuary and kitchen for luncheon or dinner: no service (4-hour maximum)  | <i>\$675</i>   | <i>\$1000</i>  |
| 7. Baby naming during regular service   | <i>No charge</i>   | <i>\$250</i>   |
| 8. Specially scheduled baby naming (3-hour maximum) with use of kitchen and Oneg room   | <i>\$300</i>   | <i>\$600</i>   |
| 9. Weddings:<br>a. Ceremony only (4-hour maximum building use)<br>b. Ceremony plus short reception (5 ½ hour-maximum building use)<br>c. Ceremony plus kitchen and Oneg room for luncheon or dinner reception (7-hour maximum building use)<br>d. Ceremony plus kitchen with Oneg room and sanctuary as function rooms for luncheon or dinner (7-hour maximum building) | <i>\$350</i><br><i>\$475</i><br><i>\$650</i><br><i>\$800</i> | <i>\$1600</i><br><i>\$1900</i><br><i>\$2300</i><br><i>\$2500</i> |
| 10: Shabbat Family Dinner (use of the oneg room from 6:00-7:15pm)   | <i>\$125</i>   | <i>N/A</i>   |
| 11. Meetings (Library or Conference room) (maximum of 16 people)  | <i>\$60/hour</i>   | <i>\$60/hour</i>   |
| 12. Additional Custodial Services (per hour)  | <i>\$60/hour</i>   | <i>\$60/hour</i>   |
| 13. Funerals and Memorial Services The availability of the Temple for funerals is limited due to the size of the doorways and the elevator. Please contact the Temple Office.   | <i>No Charge</i>   | <i>\$60/hour</i>   |

**Payment Options:**

**Balance Due:**\_\_\_\_\_ (Consult the Event Fees on Page 2)

**Amount to pay now:**\_\_\_\_\_ (Minimum 50% deposit)

\_\_\_\_ Check enclosed \_\_\_\_ Please charge the following credit card:

☐ **Visa**      ☐ **MasterCard**      ☐ **Discover**

**Name on Card:** \_\_\_\_\_

**Card Number:**\_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Security Code**\_\_\_\_\_

**Terms and Conditions:**

*Initial each item below to indicate that you agree with each term and condition.*

**Payment**

\_\_\_\_\_ I will pay a deposit of 50% of the above balance within 30 days of receiving my date confirmation, and pay the remaining 50% of the balance by 30 days before my event. I understand that my date may not be held if I do not keep my commitment to this timeline.

**Cleanup**

\_\_\_\_\_ I will leave the building clean and in good condition. I understand that if the building requires an unusual amount of cleaning after my event, I will be charged for staff overtime or outside cleaning help.

**Building Access, Custodial Services, and Extra Time**

\_\_\_\_\_ I understand that I can access the Temple building and use the custodian's help starting one hour before my event, and ending one hour after my event. I will make sure my guests and vendors begin departing at my event's end time. If I need more time in the building, or more help from the custodian -- either before or after my event -- I will let the Temple know in advance, and pay for the extra time at \$60/hour.

**Room Capacities**

\_\_\_\_\_ I will stay within all the Temple's room capacities:

*Ceremony: 170 Seated*

*One Room Reception: 70 Seated / 110 Standing*

*Sanctuary Reception: 100 Seated / 150 Standing*

**Setup Information Deadline**

\_\_\_\_\_ I will provide setup information (final guest count, layout of tables and chairs, etc.) at least seven days before my event.

### **Liability**

\_\_\_\_\_ I agree that Temple Shir Tikvah is not responsible for any loss of, or damage to, personal property or for any injuries suffered by any person(s) or their guests using the Temple facilities.

### **Cancellation:**

\_\_\_\_\_ I understand that my deposit is refundable, minus a \$100 administrative fee, up to 6 months before the event upon cancellation notice to the Temple Office.

\_\_\_\_\_ I understand that the Temple has the right to change, modify or cancel this agreement by sending thirty (30) days written notice to me. Such changes and modifications shall be deemed to be accepted by me unless the Temple receives written notice to the contrary within the (10) business days thereafter. In the event either party cancels this agreement, there shall be no liability resulting thereby. There is no other agreement or contract between the parties other than as herein set forth.

### **Signatures:**

Please return this signed form to:

Temple Shir Tikvah  
34 Vine Street  
Winchester, MA 01890  
(781) 729-1263 | (781) 729-1363 (fax)

A signed copy of this agreement will be returned to you by the Temple Office on receipt of this form and associated deposit.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative of

Temple Shir Tikvah: \_\_\_\_\_ Date: \_\_\_\_\_