

**Congregation Israel of Springfield**  
**339 Mountain Avenue, Springfield, New Jersey 07081**  
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[www.congregationisrael.org](http://www.congregationisrael.org)

**ROOM RESERVATION APPLICATION/CONTRACT – NON-MEMBER**

Thank you for considering Congregation Israel of Springfield to be the venue for your event/Simcha. We at Congregation Israel are at your service to enhance your experience and to assure you of our intent to make your event a special one.

Cooking, preparing, or bringing in of any food or beverages into our facility must be in accordance with the most current version of the Synagogue's Kashrus Guidelines. All caterers must be under the certifications identified in the Synagogue's Kashrus Guidelines, or approved by the Rabbi or his designated representative. It is the sponsor's responsibility to see to it that the caterer is provided a copy of the Synagogue's Kashrus Guidelines. Please be advised that a Mashgiach might be required for your event. This will be determined on case-by-case basis.

The first step in booking your event is to fill out the "Event Worksheet". A filled out form together with a minimum deposit of 50% is required to guarantee your booking. The balance must be paid thirty (30) days prior to the event. Completed contract and deposit must be submitted within 5 calendar days of booking your event; otherwise, the event will be removed from the shul calendar and the date made available to the general public. In addition, please be aware that should your event not be paid for within the above listed guidelines you will forfeit your entire deposit. (In the event of a Bris where such time lines are not feasible, the entire event must be paid for at the time of the booking of the event.)

We are pleased to accommodate you in any way. Please let us know how we can be of assistance to you.

\_\_\_\_\_  
Sponsor's signature

\_\_\_\_\_  
Date

Approved by:

## EVENT WORKSHEET

PATRON'S NAME(s): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_  
CELL: \_\_\_\_\_  
E-MAIL HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

(I) (We) request the \_\_\_\_\_ be reserved for a catered event as follows:

EVENT BEING CELEBRATED: \_\_\_\_\_  
Date: \_\_\_\_\_ Number of people expected: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
CI Panel Caterer \_\_\_\_\_

Room Fee: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Please remit two (2) separate checks.

1. This form will not be considered a Room Reservation Contract which is binding on Congregation Israel unless and until it (a) has been approved and countersigned by the Executive Director or other authorized representative of Congregation Israel and (b) Congregation Israel has received the Security Deposit.
2. A 50% Room Rental Fee is payable by the Patron upon signing this Reservation Application Form. Once this Reservation Application Form is countersigned by CI, *the deposit fee is nonrefundable except as follows:*
  - a. The Patron may request in writing and thereby authorize Congregation Israel to re-rent the Reception Room. Congregation Israel is under no obligation to do so, but if the room is re-rented to another party, 50% of the deposit will be refunded.
  - b. Whether consented to by the Patron or not, a Room Reservation Contract may be voided by Congregation Israel if no catering contract between the Patron and a caterer acceptable to Congregation Israel has been signed and submitted to House Chair four months before the event date.
3. The Patron is responsible for leaving the facilities in a clean condition without damage of any nature and shall pay the cost of any repairs or clean-up charges that may result. In this regard, Patron's responsibility extends to Patron's guests, the caterer, all vendors providing services and any other invitees of Patron. As a security for the payment of any such charges, Congregation Israel requires a five hundred (\$500) dollar security deposit which is payable upon signing the Reservation Application. The amount of the deposit does not in any way impose or set any financial limit on the responsibilities of the Patron. If there is no damage to the facility or its furnishings and/or if there is no cleanup necessary by Congregation Israel personnel as a result of use by the Patron, the deposit will be returned within two weeks after the event.
4. If the Patron is seeking to reserve a room for more than one day or time, a Reservation Application for each occasion must be completed. For example, a Friday night Shabbat dinner and Saturday afternoon luncheon will require two applications.
5. All vendors hired by the Patron or through the Patron's caterer (i.e., photographer, entertainment company, florist, disc jockey or band) must provide Congregation Israel with a Certificate of Insurance evidencing insurance coverage for Liability and Worker's Compensation insurance. A minimum of \$1,000,000 Bodily Injury & Property Damage Liability insurance is required. Congregation Israel must also be included as an "additional insured" on the liability portion of the certificate as respects the event date. *It is the Patron's responsibility to obtain such certificates* and have them mailed or faxed to the Congregation Israel office, four (4) weeks prior to the event date.

By signing below (I) (We) confirm that (I) (We) have read and will comply with the provisions of (1) this Room Reservation Application/Contract form and the attached Rules Regarding Use and (2) the Reception Room and Catering Policies and Guidelines. Please initial the attached "Rules Regarding Use of Reception Facilities."

PATRON: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Please remit two (2) separate checks with your signed Application/Contract, one for the room rental fee and one for the security deposit. Thank you.*

*ROOM RESERVATION APPLICATION/CONTRACT IS APPROVED*

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SANCTUARY FEES**

\$360.00      Event not part of regular Synagogue service      \$ \_\_\_\_\_

**BEIT MEDRASH FEES**

\$200.00      Event not part of regular Synagogue service.      \$ \_\_\_\_\_  
(Subject to availability and capacity constraints)

**SOCIAL HALL FEES**

\$850.00      Room Use for 5 hours - Monday-Friday (includes 5 hrs of  
custodial time and 10 round tables with chairs).  
*(Overtime charges booked at \$100.00 per hour and custodial  
time at \$50.00 per hour)*      \$ \_\_\_\_\_

\$950.00      Room Use for 5 hrs – Saturday night/Sunday (includes  
5 hrs of custodial time and 10 round tables with chairs).  
*Overtime charges same as above.*      \$ \_\_\_\_\_

\$ 15/tables      Additional round tables and chairs (# of tables \_\_\_\_\_ x \$15.)      \$ \_\_\_\_\_

**OTHER**

\$500.00      Outside Professional Caterer Deposit      \$ \_\_\_\_\_

\$150.00/day      Use of Kitchen facilities by Outside caterer for cooking/prep  
plus cost of Mashgiach,      purposes during the week      \$ \_\_\_\_\_  
if required

Total Charges      \$ \_\_\_\_\_

Deposit Paid      \$ \_\_\_\_\_

Balance Due      \$ \_\_\_\_\_

Office Use Only      Date \_\_\_\_\_ Taken by \_\_\_\_\_

Payment Method \_\_\_\_\_

All checks will be deposited upon receipt. A 50% deposit required upon booking and balance paid in full 30 days prior to event. Please provide the office with a credit card to keep on file. Any last minute expenses such as overtime, added tables not originally included in the set up, etc. will be charged on your credit card. If the event is cancelled, the deposit is forfeited.

**PAYMENT SCHEDULE**

Rental Deposit      Amount \$ \_\_\_\_\_      Date Received \_\_\_\_\_

Balance Rental Fee      Amount \$ \_\_\_\_\_      Date Received \_\_\_\_\_

Security Fee      Amount \$ \_\_\_\_\_      Date Received \_\_\_\_\_

*(Please remit three (3) separate checks for these items.)*

Catered Deposit Fee      Amount \$ \_\_\_\_\_      Date Received \_\_\_\_\_

Please let us know as you confirm:

Florist \_\_\_\_\_

Contact Person \_\_\_\_\_

Music \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Entertainment \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Photographer \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

*Check Off One*

Microphone System    Shul to provide & set up     Host or DJ to Provide

Easel                      Shul to provide & set up     Host or DJ to Provide

For Office Use Only:

Date of Application \_\_\_\_\_

Original filed at CI on: \_\_\_\_\_

Approval of Wedding Celebration by Clergy: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTES AND COMMENTS**

## RULES REGARDING USE OF RECEPTION FACILITIES

1. Room rental fees cover the use of the Reception Hall(s), kitchen facilities (dairy or meat kitchen), coatrooms, rest rooms and parking lots. A Congregation Israel maintenance employee will be present in the building throughout the rental period but is not available or responsible for any set up, food service (including the warming, set up or clean up of buffet food), or related jobs before or during the event.
2. All consumable products brought into Congregation Israel must be in accordance with the Synagogues Kashrus Guidelines and all deliveries of said items are to be scheduled with the Synagogue office.
3. No orchestra, band or instrumental music is allowed on Shabbat or religious holidays.
4. No photography or videotaping is allowed in the building or on the grounds on Shabbat or religious holidays.
5. Congregation Israel is a smoke free building and, therefore smoking is prohibited within the building at all times. In addition, there is no smoking allowed on the campus/grounds of Congregation Israel on Shabbat or religious holidays.
6. Cellular phones &/or beepers are not permitted in the Sanctuary during Shabbat or religious holidays except those carried by physicians. Physicians should adjust their phone or beeper to the “vibrate” setting.
7. Set up times needed by florists, musicians, and other vendors, both before and after Shabbat or religious holidays, must be coordinated with and approved by Congregation Israel.
8. Valet parking and coat check service are permitted at the Patron’s own expense, and should be arranged through the caterer.
9. Any and all vendors providing goods and services (whether contracted directly by the Patron of or by the caterer on behalf of the Patron) must be approved by Congregation Israel in advance. Congregation Israel in its sole and absolute discretion (a) may refuse to approve any such vendor, and (b) reserves the right to require any such vendors to provide appropriate insurance for the benefit of the Congregation Israel.
10. The use of smoke machines, bubbles, bubble gum, silly string and all similar items during the event by entertainers, Patrons, Patron’s guests or any other event attendee is prohibited on the premises of Congregation Israel.
11. Four to six weeks prior to your event, please ask your vendors to fax us a “Certificate of Liability Insurance”. This certificate must state: “Congregation Israel is an additional insured for the date of the event; and the date must be typed in as well, in the box on the lower left-hand side of the certificate that says, “Description of Operations,” ending with the words “special provisions”. Including photographer, videographer, entertainment company, band, DJ, florist, etc.

If this liability certificate is not received in our office two weeks prior to the day of the event the vendor will not be allowed in our facility.