

## CAULFIELD HEBREW CONGREGATION (CHC) SHULE BOOKING FORM



Please take careful note of each of the terms and conditions as set out in this form (3 pages). Failure to comply with any of the conditions may lead to the cancellation of a reservation, cancellation of the entire event and/or forfeiture of deposits and security bond money paid.

**PLEASE NOTE ALL PRIVATE HALL HIRE REQUIRES BOND PAYMENT BEFORE EVENT WILL BE CONFIRMED**

### **HIRER (Person booking function information)**

Organisation: \_\_\_\_\_

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

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### **BILLING DETAILS (If different to Hirer)**

Organisation: \_\_\_\_\_

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

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### **EVENT DETAILS**

#### **Function Type:**

Bar/Bat Mitzvah Kiddush    Call up (Aufruf) Kiddush    Wedding    Brit Milah    Baby Naming

Private function    Community Function

Type of event (eg Disco, lunch, talk) \_\_\_\_\_

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

Friday Night    Shabbat    Mincha/Seudah Shlishit    Sunday    Weekday

Start time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

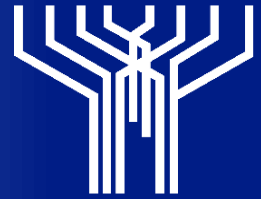
Approximate number of guests: \_\_\_\_\_

Bump in date & time: \_\_\_\_\_ Bump out date & time: \_\_\_\_\_

Comments: (please include any details of external hirers e.g. furniture, lighting)

#### **Please Note:**

- A booking for the hire of any of the CHC premises as set out in this form will be held for a maximum of 14 days.
- At the expiration of 14 days if the security bond (\$500) as specified and deposit (if required), have not been paid, then the reservation will be cancelled and the premises will be made available for alternative bookings.
- If required, a premises layout is to be provided to the office no later than 7 days prior to event date.
- Prices are subject to change.
- We do not accept payments prior to 12 months before event date.



## Terms and Conditions relating to the conduct of an event at Caulfield Hebrew Congregation

Various premises associated with the Caulfield Hebrew Congregation (hereinafter referred to as “CHC”) are available to be reserved for the conduct of a range of events including but without limitation, Jewish Life Cycle Events e.g. Bar/Bat Mitzvah, Call-up/Aufruf prior to wedding, wedding, Brit Milah, Baby Naming and many other private functions e.g. luncheons, dinners, meetings, presentations or talks.

### CHC Policies:

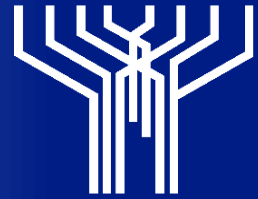
1. CHC policies, terms, conditions and charges relating to events and bookings (as per [www.caulfieldshule.com.au](http://www.caulfieldshule.com.au)) can be changed at any time.
2. As per the CHC price list, various aspects of the CHC premises can be hired subject to availability.
3. The CHC reserves the right to decline the use of any of the CHC premises for functions deemed as not being consistent with the aims and philosophy of the CHC or in contravention of Halacha as determined by the Rabbi of CHC.
4. All bookings must adhere to Halachic laws.
5. Hall hire is not available prior to 1.00pm on Shabbat and Yom Tov.
6. The Hirer must, in respect of events involving children, comply with CHC's [Child Protection Policy](#) pursuant to the *Child Wellbeing and Safety Act 2005* (Vic) and will remain solely liable for any breach. For the purpose of this provision the Hirer acknowledges having read CHC's [Child Protection Policy](#).

### Payments:

7. The fees and charges payable in relation to the conduct of any event at CHC are set out in the accompanying form titled “**Caulfield Shule Price List**” NOTE: all charges include GST, set-up costs and unless specified otherwise security.
8. Charges relating to any event at the premises of CHC may change at any time until the payment of the fee in full.
9. For all hall hire, in order to secure the hire, a bond of \$500 is to be paid within 14 days of the initial reservation. Full payment of the hire is required 60 days before function date.
10. In the event that the function is cancelled, 50% of the bond is refundable up to 60 days prior to function; the bond is non-refundable within 60 days prior to function.
11. The bond is refundable after verification that the venue is left in the same condition as prior to the event. The bond will be applied if required to restore the venue to the same condition as prior to the event.
12. All decorations must be removed completely at the completion of the function (unless prior arrangement made e.g. external hire bump out).
13. The event will be confirmed in writing by email to the address provided by the Hirer after the payment of the bond and deposit (if required). If you have not received written confirmation of the event within 14 days of such payment then the event is not confirmed. The onus is on the Hirer to contact the office to seek the confirmation.
14. The balance of the charges for this booking including any outstanding fees owed to CHC (including seat, membership and donations) are to be paid 60 days prior to the function. If the CHC is not in receipt of full payment for all charges and fees the event may be cancelled and the deposit may be forfeited.
15. CHC will endeavour to have 2 fridge spaces available for your event. Should there be another booking on the day, you may be liable for additional costs for hire of a cool room.

### Set up:

16. Unless external hire companies and/or equipment are utilised, CHC agrees to provide a basic set up of the venue in accordance with your written request. [A layout of the venue is available online.](#) The venue will be set up in a clean and tidy state ready for your use.
17. A seating and table plan, including the number of guests attending the function, must be submitted to CHC no later than 7 days prior to the function.
18. Changes to the venue layout will not be accepted 48 hours prior to event.
19. Please note the venue may not be fully set at the commencement of your access time.
20. All Hirers must comply with the Halachic laws of Shabbat and Yom Tov.
21. Food or decorations should not be removed by the hirer, guests or caterer until after Shabbat.
22. A Kiddush must not commence prior to the conclusion of the relevant Main Shule Service.
23. All functions open to the congregation will be advertised on the noticeboard and announced at all the Minyanim.



24. Please advise on floor plan if blinds are to be up or down for the function. Caretakers are the only ones allowed to adjust these.

**Deliveries:**

25. Bump in and bump out times must be adhered to, an additional \$250 per hour will be charged after these pre-arranged times.
26. All functions must be catered by a CHC approved Kosher caterer and no other food is to be brought into CHC premises.
27. The Hirer is responsible for providing any religious materials required when the hall venue is used for Synagogue services.
28. All deliveries must be arranged with the office. All deliveries outside office hours will incur an additional charge unless previously arranged and confirmed in writing. The office is closed on Yom Tov and Public Holidays.
29. No deliveries can be made to, nor can any items be removed from the CHC on Shabbat.

**Cleaning:**

30. The Hirer shall leave the entire kitchen area and any CHC venue used in a clean and hygienic condition.
31. If the kitchen and/or venue is not left in a clean and hygienic condition the Hirer shall pay a charge of such amount as is required to return the kitchen and/or venue to a clean and hygienic condition and the \$500 bond will be applied towards this purpose.
32. All rubbish accumulated during the hire period must be sorted and placed in the appropriate bins provided. The cleaning of the kitchen is the full responsibility of the Hirer and is not included in the Hire Fee.
33. It is the Hirer's responsibility to ensure all decorations are taken down and all valuables are taken away before the Bump-out time.
34. CHC will not be held responsible for any loss, theft or damage which may occur to any equipment left on the premises before or after the Hire Period.
35. If the Hirer fails to comply they will be liable for any costs involved in cleaning or removal of any waste matter. Additional cleaning charges may also be incurred by the Hirer should this be deemed appropriate by the CHC. The bond money shall be applied towards the recoupment of such extra charges.

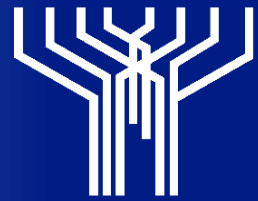
**Damages & security:**

36. The Hirer is liable for any damage to any property belonging to or supplied by CHC. If all terms and conditions are as set out are satisfied, the bond is refundable 7 business days following the date of the function.
37. No nails, staples, paint, screws, tape or glues are to be used. Blu Tack is permitted.
38. No candles, fireworks, sparklers or any such fire related items are permitted to be used anywhere on CHC premises.
39. No confetti, rice, flower petals, glitter or similar materials are permitted in any area.
40. No candles, fireworks, sparklers or any such fire related items are permitted in any area.
41. No balloons with confetti.
42. No beanbags.
43. The terms of CHC's permits require that functions be completed by 11:30 pm. Failure to comply will incur an additional \$250 charge per hour or part thereof, in addition to the payment of any fine that may be levied by the authorities.
44. Security and/or caretakers will be provided for all functions.
45. Caretakers will commence cleaning at the agreed end time of your event. Please ensure that all CHC premises are vacated within 30 minutes of the agreed completion time of your event.

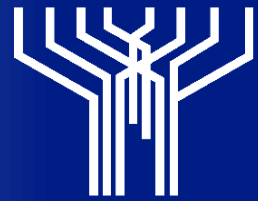
**I have read and accept the above "Terms and Conditions relating to the conduct of an event at CHC". I also acknowledge that I have seen a copy of the relevant policies and hereby agree to abide with them as changed or modified from time to time.**

Print Name in Full: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



<b>ALL FUNCTIONS – SECURITY BOND, refundable after event (see Terms &amp; Conditions)</b>	<b>\$500</b>	
<b>Please note CHC hall not available for private hire before 1.00pm on Shabbat</b>		
<b>No set-up permitted in the foyer near Sukiert Hall</b>		
<b>No candles, fireworks, sparklers or any such fire related items are permitted to be used anywhere on CHC premises</b>		
<b>No confetti, rice, flower petals, glitter, balloons with confetti, beanbags or similar materials are permitted</b>		
<b>CAULFIELD SHULE PRICE LIST</b>	<b>MEMBER</b>	<b>NON - MEMBER</b>
<b>MEMBERSHIP</b>		
Individual Membership (Upon application and approval by the board) – Annual fee Seat price includes membership fee to approved members	\$250	
<b>BAR/BAT MITZVAH PROGRAMS</b>		
Bar Mitzvah fee –applies regardless of program participation (Please refer to notes on Kiddush) (Member fee applies when parent is a member or child seat holder)	\$500	\$750
Extra security guard roving the premises during a Bar Mitzvah Kiddush	\$200	\$200
Bat Mitzvah program, Stand up program and ceremony (Member fee applies when parent is a member or child seat holder)	TBA	TBA
<b>WEDDING – Only CHC Rabbis can perform weddings in the Shule</b>		
CHC Rabbi officiating in Shule or outside location (Member fee applies when one of bride, groom or parent is a member) (Includes inclement weather usage of Shule by prior arrangement)	\$650	\$1050
Additional cost for CHC Rabbi officiating out of town – Victoria only (Rabbi's travel to also be provided and arranged by couple)	\$250	\$250
Chatan Call up - Please refer to notes on Kiddush ( <a href="#">please refer to Aliya Policy</a> ) (Member fee applies when one of bride, groom or parents is a member)	N/A	\$500
Burgundy Chuppah hire	\$165	\$275
White Chuppah hire	\$300	\$450
<b>KIDDUSH - <a href="#">Please refer to our Kiddush Policy</a></b>		
It is a requirement for any Simcha family to provide a Kiddush for the Congregation after their call-up. The Kiddush must accommodate 120 of our regular congregants on a Shabbat morning and 40 regulars for a sit down Seudah Shlishit. Your guests are not included in these numbers and you will need to account for them. There is an expected minimum spend of \$10 per head for all attendees.		
This fee applies if you are holding a private kiddush offsite after a simcha. The Shule will organise the Kiddush. An announcement will be made at the conclusion of the service that the Kiddush is only for our regular congregants.	\$1500	\$2000
Seudah Shlishit sponsorship (This is for a general sponsorship. If you are having a Simcha at the Shule see notes above for expectations).	\$450	\$600
<b>BEREAVMENT</b>		
Funeral (Member fee applies only if the person who passed away was a member)	Nil	\$1,800
Minyan (Member fee applies when either a parent, grandparent or child is a member)	Nil	\$250
Shule hire for Minyan or Shloshim (Member fee applies when either a parent, grandparent or child is a member)	\$180	\$500
Consecration (Member fee applies when either a parent, grandparent or child is a member)	nil	\$900
Memorial Plaque (including engraving)	\$600	\$900
Memorial Plaque in memory of loved one (only for duration of the seat being held in family) – one off fee	\$72	N/A



<b>SUKIERT HALL - (Please note hall can accommodate max people 200 seated, 230 standing)</b>		
Shabbat or Yom Tov mornings – Sukiert Hall not available for private hire	N/A	N/A
Private lunch after shared Congregational Kiddush - 2 hour duration	\$500	\$500
Private Hall Hire Saturday after 1.00pm including Motzei Shabbat – (by arrangement) (4hr duration, Friday set up not available)	\$2000	\$2400
All other hall hire – 4 hr duration, set up time by arrangement	\$1,500	\$2,000
Hourly rate thereafter	\$250	\$250
Community Rate – only if event open to the public	\$880	\$880
Community Rate – For private functions	\$1,500	\$1,500
Set up as Shule in agreement with Rabbi (not available Shabbat or Yom Tov mornings)	\$2,770	\$2,770
<b>ADD ONS:</b> Mechitzah In House Audio Visual and hand held microphone Laptop and HDMI cord to be supplied by the hirer (WIFI password will be supplied)	\$165 included	\$165 included
<b>MAIN SHULE HIRE – by arrangement</b>		
By prior arrangement with Rabbi Genende and Office Manager There is no guarantee of a Chazzan for the event	\$750	\$1500
Private Shule hire for a Bar Mitzvah for program participant (not available Shabbat or Yom Tov)	\$750	\$1000
Chazzan hire fee - when available	\$360	\$720
<b>BOARDROOM – by arrangement (70 people seated)</b>		
Shabbat or Yom Tov (when not in use by CHC) – maximum 2 hr duration	\$240	\$360
Weekday or Sunday – maximum 2 hr duration	\$180	\$280
Community Rate	\$180	\$180
<b>OR CHADASH – by arrangement</b>		
Friday night, Shabbat afternoon or Yom Tov - in agreement with Rabbi (when not in use by CHC) - 2 hr duration	\$350	\$550
Community Rate	\$350	
<b>CARP CENTRE – by arrangement (110 people seated)</b>		
<b>Cannot be hired if Kid's Club operating on the day</b>		
Shabbat or Yom Tov (this fee is applicable to Or Chadash) – 2 hr duration	\$440	\$740
Or Chadash Simchat Torah Kiddush (Including fridge hire. Set after kids club)	\$360	
Weekday or Sunday – maximum 2 hr duration	\$240	\$360
Community Rate	\$240	\$240
<b>SUKKAH – no set up during shule times</b>		
Sukkah hire (included as an extension to a Kiddush)	\$350	\$550
Sukkah marquee for inclement weather	\$1000	\$1000
Community Rate	\$350	
<b>SHULE FOYER (either in front of Shule of marble entrance)</b>		
<b>NO SET UP IN EITHER FOYER DURING SHULE TIMES</b>		
Shabbat or Yom Tov – 2 hours	\$240	\$360
Weekday	\$180	\$180
Community rate	\$180	\$180