

**CAULFIELD HEBREW CONGREGATION (CHC) SIMCHA BOOKING FORM**

Please take careful note of each of the terms and conditions as set out in this form. 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.

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.

**PLEASE REFER TO SHULE OFFICE FOR CURRENT PRICES**

**NO BOOKING CONFIRMED UNLESS ADVISED IN WRITING BY SHULE OFFICE**

**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 (eg disco/luncheon) \_\_\_\_\_     Community Function

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: \_\_\_\_\_

Caterer: \_\_\_\_\_ Amount of Fridge space required: \_\_\_\_\_

Decorating requirements (please see T&C): \_\_\_\_\_

Comments: (please include any details of external hirers eg furniture, lighting)

## Terms and Conditions relating to the conduct of an event at CHC

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 eg Bar/Bat Mitzvah, Aufruf prior to wedding, wedding, Brit Milah, Baby Naming and many other private functions eg luncheons, dinners, meetings, presentations or talks.

Please read through the below items carefully, and tick each item to acknowledge:

### 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. 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.

### PAYMENTS

5. The fees and charges payable in relation to the conduct of any event at CHC are set out in the accompanying form titled "Caulfield Hebrew Congregation Price List" NOTE: all charges include GST, set-up costs and security.
6. Charges relating to any event at the premises of CHC may change at any time until the payment of the fee in full.
7. For all private events, 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.
8. 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.
9. 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. No nails, staples, paint, screws, tape or glues are to be used. Bluetack is permitted. All decorations must be removed completely at the completion of the function (unless prior arrangement made e.g. external hire bump out).
10. 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.
11. 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.
12. CHC will endeavour to have 2 fridges 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

13. Unless external hire companies and/or equipment are utilised, CHC agrees to set up the venue in accordance with your written request. A layout of the venue will be provided. The venue will be set up in a clean and tidy state ready for your use.
14. A seating and table plan, including the number of guests attending the function, must be submitted to CHC no later than 14 days prior to the function.
15. Changes to the venue layout will not be accepted 48 hours prior to event.
16. Private functions held on a Saturday must be completed two hours before Mincha on Shabbat.
17. Food or decorations should not be removed by the hirer, guests or caterer until after Shabbat unless otherwise specified.
18. A Kiddush must not commence prior to the conclusion of the relevant Main Shule Service.
19. All functions open to the congregation will be advertised on the noticeboard and announced at all the Minyanim.
20. 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

21. Bump in and bump out times must be adhered to, an additional \$150 per hour will be charged after these pre-arranged times.
22. The caterer of the function must be approved by CHC and no other food is to be brought into CHC premises.

- 23. The Hirer is responsible for providing any religious materials required when the hall venue is used for Synagogue services.
- 24. All deliveries must be arranged with the office. Office hours are 9-4pm Monday to Thursday and 9-2pm on Fridays. Closed Yom Tov and Public Holiday. All deliveries outside these hours may incur an additional charge unless previously arranged prior and confirmed in writing.
- 25. No deliveries can be made to CHC on Shabbat.

**CLEANING**

- 26. The Hirer shall leave the entire kitchen area and any CHC venue used in a clean and hygienic condition
- 27. 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.
- 28. 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.
- 29. It is the Hirer's responsibility to ensure all decorations are taken down and all valuables are taken away before the Bump-out time
- 30. 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.
- 31. 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 & INSURANCE**

- 32. 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.
- 33. No fireworks, sparklers or any such fire related items are permitted to be used anywhere on CHC premises.
- 34. No confetti, rice, flower petals, glitter or similar materials are permitted in any carpeted areas.
- 35. The terms of CHC's permits require that functions be completed by 11:30 pm. Failure to comply will incur an additional \$150 charge per hour or part thereof, in addition to the payment of any fine that may be levied by the authorities.
- 36. Security will be provided for all functions until completion of the event.
- 37. 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.
- 38. To provide evidence of current public liability insurance for an indemnity of not less than \$10,000,000 covering any damage to the hired property or any legal liability that may arise from the use of the hired property.

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: \_\_\_\_\_



**FOR OFFICE USE**

Approved by the Engagement and Programs Committee

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

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