



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.

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 Callup (Aufruf) Kiddush Wedding Brit Milah Baby Naming

Private function (eg disco/luncheon) _____ Community Function

Name of function: _____

Date: _____ Friday Night Shabbat Mincha/Seudah Shlishit Sunday Weekday

Start time: _____ Finish Time: _____

Approx number of guests: _____

Bump in day/time: _____ Bump out day/time: _____

Comments: (please include any details of external hirers eg 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 21 days.
- At the expiration of 21 days, if the deposit and security bond (\$500) as specified, 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 no later than 30 days prior to event date.

Terms and Conditions relating to the conduct of an event at Caulfield Shule

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.

CHC Policies:

1. CHC policies, terms, conditions and charges relating to events and bookings (as per 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.

Payments:

4. 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 security.
5. Charges relating to any event at the premises of CHC may change at any time until the payment of the fee in full.
6. A deposit of 50% of the total charge will be required to be paid within 21 days of the initial reservation.
7. In the event that the function is cancelled, 50% of the deposit is refundable up to 90 days prior to function; the deposit is non-refundable within 90 days prior to function.
8. A bond of \$500 is required to be paid at the time of the deposit and within 21 days of making this reservation. The bond is refundable after verification that the venue is left in the same condition as prior to hire. The bond will be applied if required to restore the venue to the same condition as prior to hire. 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)
9. The event will be confirmed in writing by email to the address provided by the Hirer after the payment of the deposit and the bond. If you have not received written confirmation of the event within 21 days of such payment then the event is not confirmed. The onus is on the Hirer to contact the office to seek the confirmation.
10. The balance of the charges for this booking including any outstanding fees owed to CHC (including seat, membership and donations) are to be paid 30 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.

Set up:

11. Unless external hire companies and/or equipment are utilised, the 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.
12. A seating and table plan including the number of guests attending the function must be submitted to CHC no later than 30 days prior to the function.
13. Changes to the venue layout will not be accepted 48 hours prior to event.
14. Private functions held on a Saturday must be completed two hours before Mincha on Shabbat.
15. Food or decorations should not be removed by the hirer, guests or caterer until after Shabbat.
16. A Kiddush must not commence prior to the conclusion of the relevant Main Shule Service.
17. All functions open to the congregation will be advertised on the noticeboard and announced at all the Minyanim.
18. 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:

19. Bump in and bump out times must be adhered to, an additional \$150 per hour will be charged after these pre-arranged times.
20. The caterer of the function must be approved by CHC and no other food is to be brought into CHC premises.
21. The Hirer is responsible for providing any religious materials required when the hall venue is used for Synagogue services.
22. All deliveries must be arranged with the office. Office hours are 9-4pm Monday to Thursday and 9-3pm 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.
23. No deliveries can be made to the CHC on Shabbat.

Cleaning:

24. The Hirer shall leave the entire kitchen area and any CHC venue used in a clean and hygienic condition.
25. 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.
26. 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.
27. It is the Hirer's responsibility to ensure all decorations are taken down and all valuables are taken away before the Bump-out time.
28. 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.
29. 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:

30. 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.
31. No fireworks, sparklers or any such fire related items are permitted to be used anywhere on CHC premises.
32. No confetti, rice, flower petals, glitter or similar materials are permitted in any carpeted areas.
33. The terms of CHC's permits require that functions be completed by 11.30pm. 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.
34. Security will be provided for all functions until completion of the event.
35. 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: _____

ALL FUNCTIONS – SECURITY BOND, refundable after event (see Terms & Conditions)		\$500	
CAULFIELD SHULE PRICE LIST		MEMBER	NON-MEMBER
MEMBERSHIP			
Individual Membership (Upon application and approval by the board)		N/A	\$250
BAR/BAT MITZVAH PROGRAMS			
Bar Mitzvah shule, program and Stand up Program (compulsory for all Bar mitzvah boys) Please refer to notes on Kiddush		\$360	\$660
Bat Mitzvah program, Stand up Program and ceremony		TBA	TBA
CALL-UPS - Bar/Bat Mitzvah/Chatan			
If having a Kiddush after your simcha open to the Caulfield Shule Congregation, there is no charge for hall hire. See below if "Private Function"		N/A	N/A
KIDDUSH AFTER SIMCHA		Shabbat morning	
It is the custom of the shule to provide a Kiddush for congregants every week (120 people). For those not hosting a Kiddush at Caulfield Shule, a fee will be charged to sponsor the shule Kiddush. This Kiddush will be for our congregants only and does not include catering for your guests.		\$1,000	\$1,500
		Seudah Shlishit Mon/Thurs Morning	
		\$350	\$600
WEDDING – Only CHC Rabbis can perform weddings at the Shule			
CHC Rabbi officiating in Shule or outside location including Chupah (includes inclement weather booking of Shule)		\$650	\$1050
CHC Rabbi Officiating out of town additional cost – Victoria only (Rabbi's travel to also be provided and arranged by couple)		\$250	\$250
Burgundy Chuppah hire		\$165	\$165
White Chuppah hire		\$400	\$400
BEREAVMENT			
Funeral		nil	\$2,200
Funeral (past long term member)		nil	\$500
Minyan		nil	\$440
Consecration		nil	\$900
Memorial Plaque (including engraving)		\$600	\$900
SUKIERT HALL - (Please note hall can accommodate max people 200 seated, 230 standing)			
Shabbat or Yom Tov – Sukiert Hall Hire only (4hr duration, Friday set up by arrangement)	Closed Private Function – providing a separate catered Kiddush in the foyer for our congregation (120 people)	\$1,400	\$1,800
	Closed Private Function – when not providing a separate catered Kiddush in the foyer for our congregation	\$2,000	\$2,400
Weekday and Sunday – Sukiert Hall Hire only (4 hr duration, set up time by arrangement)		\$1,000	\$1,400
Hourly rate thereafter		\$150	\$150
Community Rate – Sukiert Hall Hire only (not available Shabbat day or Yom Tov)		\$660	\$660
Set up as shule in agreement with Rabbi		\$2,770	\$2,770
ADD ONS:			
Mechitzah		\$165	\$165
Stage		\$110	\$110
In House Audio Visual and hand held mic		included	included
SHULE HIRE			
By prior arrangement with Rabbi Genende and General Manager (security and hire charges will be incurred)		POA	POA
FOYER, SUCCA, BOARDROOM OR CARP CENTRE			
Shabbat or Yom Tov (4 hr duration, set up time by arrangement)		\$640	\$940
Weekday or Sunday (4 hr duration, set up time by arrangement)		\$440	\$740
Community Rate		\$220	\$220

Prices are subject to change.

We do not accept payments prior to 12 months before event date.