



**Congregation  
Beth Am**  
בית אֵם

# Congregation Beth Am

## Facilities Rental Application & Agreement

CBA Member

Non-Member

### Event Information

Business Event [ Meeting Function] Personal Event: [type] \_\_\_\_\_

Name of Responsible Party: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Organization: \_\_\_\_\_

Address: Street \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Mobile: \_\_\_\_\_ Work/Other: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Start Time: [includes set up] \_\_\_\_\_ End Time: \_\_\_\_\_

Location at CBA to be used: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

### Estimated Fees.

Facility Rental Fee [including Deposit] Location: \_\_\_\_\_ Cost: \$ \_\_\_\_\_ Deposit Received (50%)

Security Guard \$35 per hour per 150 people Maintenance \$25 per hour per employee

Others [wall opening, etc..] \_\_\_\_\_

Fees [2 weeks prior balance due] Fees [after event] Total Fees: \_\_\_\_\_ Balance Due: \_\_\_\_\_

PAID IN FULL: [date] \_\_\_\_\_

I, [print Lessee's full name] \_\_\_\_\_ [hereinafter Lessee] have read and agree to the terms and conditions outlined on this form and in the attached Terms and Conditions Agreement. I agree to and shall indemnify and hold Congregation Beth Am [CBA], its officers, and employees free and harmless from all claims, actions, damages and liabilities of whatsoever kind and nature arising from death, personal injury, property damage or other cause asserted or, based upon any negligent act or omission of CBA, its employees, agents, invitees or any subcontractor relating to or in any way connected with the event that is the subject of this Agreement. Lessee agrees to defend at Lessee's expense, including attorney's fees, CBA, its officers, agents and employees from any and all legal action based upon any acts or omissions, as stated hereinabove, by any person or persons.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Title \_\_\_\_\_

Approved by [Congregation Beth Am Employee] \_\_\_\_\_ Title \_\_\_\_\_

Credit Card [on file] \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_



# Congregation Beth Am

## Terms & Conditions

- The lessee agrees that the use of the facility will be solely for the purpose stated in the Facility Rental Application.
- The set up and use of the facility, including equipment brought onto the CBA campus, must be in accordance with previously agreed to arrangements with the Executive Director and/or the approved caterer.
- No sign or decoration may be affixed to any surface without specific authorization.
- Security is mandatory for all functions. There is 1 security guard for every 150 guests. The security will arrive at least ½ hr prior to the event to sweep the grounds. Security will be off duty when all guests are off the campus.
- Maintenance is on grounds to make sure everything is running in accordance. If you need tables and chairs set up prior to the event, you need to provide a diagram 1 week prior to the event. Our maintenance is only responsible for setting up and taking down all furniture owned by Beth Am. All clean up is on the responsibility of the Lessee.
- Shabbat and Festival observances must be maintained at all times. Smoking is strictly prohibited in the building and on the Beth Am campus. No deliveries or preparation by caterers or other vendors can take place during the Shabbat or Festival period without the approval of the Rabbi, Executive Director or Kitchen Manager [Mashgiah].
- The rules of Kashrut [Dietary Laws] must be observed at all times.
- No prepared food or utensils may be brought in from private homes. The Rabbi or Kitchen Manager must approve the type and source of all commercially prepared and packaged foods before it can be brought into the building.
- Only a CBA approved caterer may use Beth Am facilities.
- Lessee hereby agrees to defend and hold CBA harmless from any and all claims for personal injury or property damage arising from or in connection with, the use of the facility by the Lessee, whether made by the Lessee, its members, guests, employees or any other person or company.
- CBA shall not be responsible for any personal property of the Lessee, its members, guests or employees brought or left upon the premises; nor shall CBA be responsible for any claim arising in connection with labor disputes or the non-performance or non-delivery of goods, services or materials by any caterer or vendor; nor shall CBA be responsible for any claim arising due to conditions beyond CBA control, such as weather, loss of utilities, strike, etc.
- The Lessee is responsible for the repair or replacement of any item of the facility, furnishing and/or equipment that has been damaged, lost or destroyed by the Lessee, its members, guests, agents, vendors, or employees hired by the Lessee.
- Both CBA and the Lessee retain the right to cancel this agreement, without penalty, if such action takes place at least six months prior to the date of the function.
- Failure or delay on the part of CBA or the Lessee to exercise any right, power or privilege hereunder shall not operate as a waiver thereof.
- No revision of this agreement shall be valid unless made in writing and signed by both parties.
- A non-refundable reservation deposit of one half [½] of the total reservation fee must be received at time of reservation in order to secure the event date.
- Payments in full must be received not later than 2 weeks prior to the date of the function. After the function, we will charge the credit card on file for the extra hours of the maintenance and security.

\_\_\_\_\_

Congregation Beth Am

Date

\_\_\_\_\_

Lessee

Date