

## CONGREGATION HABONIM SPACE RENTAL CONTRACT

### FEES:

*Four-Hour Parties, in Social Hall or Sanctuary:*

Members: \$700

Non-Members: \$875

Use of additional room, add \$200

Additional time will be charged at the rate of \$150 per hour

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*Three-Hour Parties, in Social Hall or Sanctuary:*

Members Only: \$550

Use of additional room, add \$200

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Fees are for the time specified on the enclosed Fee Calculation Sheet.

Fees include space rental, set-up of tables and chairs and clean-up. Also included is the presence of **one security guard** and **one maintenance staff person**, which are required by Habonim's rental policy. Nevertheless, Habonim reserves the right at its sole discretion to hire security and additional staff and pass that cost on to you at the appropriate hourly rate.

If there are more than 50 people in your party, a second Habonim staff person will be hired and charged to you at the appropriate hourly rate.

Regardless of the number of attendees, on legal holidays, you will be responsible for additional fees to reflect that the hourly rate will be charged at double time.

Upon signing of this contract, the following are due: (1) a \$250 non-refundable room rental fee; and (2) a \$500 security deposit, refundable if the event is canceled at least two weeks prior to the date. If

paying by check, you must also provide Habonim with your full credit card information. All credit card payments are subject to the then-current credit card surcharge.

The amount you owe, based on the full amount set forth on the enclosed Fee Calculation Sheet, must be paid up to one week prior to the event.

You hereby authorize Habonim to use the credit card information you have provided to pay any additional fees based on the event's actual time, number of attendees, damages incurred during the event, and the like.

In the event of postponement or cancellation by you, Habonim may permit the deposit to be applied to a rescheduled event at its sole discretion.

Habonim may limit the number of people in a room or at the event or implement other requirements based on its determination of public health considerations at the time. Habonim may also cancel the event based on such considerations, in which event the refundable security deposit will be returned to you.

#### TERMS:

You, your caterer and your guests must follow the applicable rules set forth in the enclosed Building Rules and Regulations that govern the use of Habonim's facilities.

Among other requirements, caterers must be approved by Habonim to comply with our Kashrut standards. At your request, Habonim will provide its list of caterers who meet those standards. No other food of any kind may be brought into the building.

If you have requested to use the Torah scrolls, you must provide proof of having extended the liability coverage from your renters/homeowners insurance policy to cover Congregation Habonim.

Please fill out the form below on page 3 and sign on page 4

**CONGREGATION HABONIM  
FEE CALCULATION SHEET  
for  
SPACE RENTAL CONTRACT**

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

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

Time: \_\_\_\_\_

Event: \_\_\_\_\_

Caterer, if any: \_\_\_\_\_

Other Vendor, if any: \_\_\_\_\_

Base Room Fee: Includes security guard and one staff member (Check one)

For 4 hours [ ] \$700 (members) or [ ] \$875 (non-members)

For 3 hours [ ] \$550 (members only) \$ \_\_\_\_\_

Additional Room(s) @\$200 per room \$ \_\_\_\_\_

Additional time @ \$150 per hour per room \$ \_\_\_\_\_

Additional hours for Security Guard (billed @ \$40/hour) \$ \_\_\_\_\_

Additional hours for one Habonim staff person @\$50/hour \$ \_\_\_\_\_

Additional Habonim Staff Member @\$50/hour (For events with 50+ guests) \$ \_\_\_\_\_

Habonim Staff on Legal Holidays:

2 people @ double time rate of \$50/hour \$ \_\_\_\_\_

\$500 Security Deposit (see Contract for conditions) \$ 500

TOTAL DUE\*: \$ \_\_\_\_\_

If paying by check, make check payable to *Congregation Habonim* and return it with the full signed Contract to:

Congregation Habonim  
103 West End Avenue  
New York, NY 10023

If paying by credit card, please contact the office at 212-787-5347 or [office@habonim.net](mailto:office@habonim.net). All credit card payments are subject to the then-current credit card surcharge.

\*Additional amounts may be due, per the terms of the Contract.

The enclosed Building Rules and Regulations, which are incorporated herein by reference, set forth all other terms and conditions of this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print name (and organization, if any): \_\_\_\_\_

Accepted:

\_\_\_\_\_  
President, Congregation Habonim

\_\_\_\_\_  
Date

CONGREGATION HABONIM  
103 West End Avenue, New York, NY 10023  
BUILDING RULES & REGULATIONS

1. The Sanctuary, Chapel, classrooms, Social Hall-Auditorium, Kitchen and grounds are provided primarily for the members and their families and for affiliated member organizations of the Congregation to serve their spiritual, educational and social needs.
2. Congregational facilities may be made available to such other organizations and institutions of a religious, educational and philanthropic nature as may request their use, but only at the discretion of the Executive Director, based upon policy created by the House Committee and approved by the Board of Trustees. The facilities are available to those non-member and outside groups only at such times when not in conflict with our own programs.
3. The House Committee retains the right to check on the conformity with established rules at the time of any function, and to take steps immediately to correct any non-conformity. It shall also be the right of the House Committee, or any of its authorized agents, including the Executive Director, to ask any person(s) to leave the premises because of unseemly conduct.
4. The Executive Director will, in the event of any dispute, authorize or reject the use of the facilities.
5. These rules may, with approval of the Board of Trustees, be amended or changed without notice, upon the recommendation of the Executive Director or the House Committee, for the purpose of maintaining the building for the greatest benefit of the majority of its membership.

GENERAL RULES

1. The use of the name of Congregation Habonim in any literature or publicity of any organization is not permitted without prior approval of the Executive Director.
2. Organizations are requested to mail to the office copies of invitations and publicity for all functions to be held at the synagogue, prior to general distribution, for approval by the Executive Director.
3. Facilities needed for other than regular meeting purposes must be booked in the same manner as meetings.
4. If an outside organization or party cancels a booking for synagogue facilities or services, charges will be made unless such notice or cancellation is given at least two (2) weeks prior to the scheduled date.
5. Congregation Habonim assumes no liability or responsibility for damage or loss of personal property of others while on the premises, and all such personal property brought or left on the premises shall at all times be at the owner's risk.
6. The Congregation will provide check room facilities for all large gatherings and each person has to pay \$0.50 to the attendant. If the arranger of the event wants to avoid a charge to his guests an appropriate lump-sum in accordance with the number of people expected has to be paid one week in advance of the event.
7. All persons and organizations will use the premises and equipment allotted to them with all due care. Any damage to this property or equipment resulting from its use, shall render the persons and organizations liable for damages.
8. No decorations, signs, bulletins or other similar objects are to be tacked or taped to any part of the building, without the express consent of the Executive Director. No person or organization may move chairs, furniture, microphones or any synagogue equipment except as authorized by the Executive Director.
9. Property or equipment may be loaned only with the permission of the Executive Director.

10. If organ music is desired for a wedding etc., only the organist of the Congregation or somebody designated by him/her may play the organ. If a piano should be required for any function it has to remain on the floor and cannot be placed on the stage. Any orchestra or band, and the number of musicians must be approved by the Executive Director.

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11. Business meetings, rehearsals or functions other than those of an appropriate spiritual nature shall not be held in the building on the Sabbath, High Holy Days, or on days of religious Festivals.

12. All activities in the building shall conclude by 12:00am, and premises shall be vacated not later than 1 :00am by all persons, including catering personnel. Exceptions to this rule may be granted by the Executive Director upon written request by the applicant organization, individuals or committee.

13. Proper decorum and a reasonable standard of behavior shall be maintained and enforced by all persons and organizations using the premises.

14. Employees of the congregation shall take orders only from the Rabbi, the President of the congregation, the Executive Director or a person duly authorized and designated.

15. All persons, organizations, committees or other groups, including auxiliary associations and activity units of this congregation, to whom the Executive Director has granted the use of any of the facilities of the building shall use only the area, room or rooms and/or facilities assigned to their use, in each instance, and shall comply with all rules and regulations as herein set forth insofar as the same may be applicable.

16. CLEANUP REQUIREMENTS: All persons or organizations and their caterers, where applicable, having use of the whole or any portion of the building or of the kitchens and/or kitchen equipment, utensils and other physical property, in a clean and undamaged condition, and see to the removal of all surface garbage from the premises immediately following the conclusion of the meeting or reception, and before the caterer (where applicable) leaves the premises, and shall indemnify Congregation Habonim for all loss, cost and damage resulting from failure to do so.

17. Kitchen utensils, dishes, silverware, and supplies may be used only with the specific written authority of the Executive Director, and in strict accordance with Jewish Dietary Laws. This applies to individuals, organizations and outside caterers.

18. Maintenance or other personnel regularly employed by the congregation shall not be required or permitted to wash dishes.

19. Deliveries to and/or removals from the kitchens shall be made by appointment only.

20. The Executive Director, the chairperson of the House Committee, or member of such Committee so delegated by the chairperson as agent, shall have and hereby is vested with full authority to exercise all or any of the prerogatives and authority of the House Committee.

#### RITUAL OBSERVANCE

1. Smoking is prohibited anywhere in the building.

2. Before entering the Sanctuary or chapel, men are required to cover their heads with a hat or kippah. Both men and women are requested to dress in a dignified manner, appropriate to the occasion.

3. No photographs, motion pictures or videos may be taken of any religious service or ceremony in the Sanctuary or any place in the building where such religious services or ceremonies may be held, on the Sabbath, High Holy Days, or religious Festivals. The Rabbi shall have final authority on this subject, and may grant exceptions where the Halacha permits.

4. What can/cannot be brought into the building:

a. No prepared foods from private homes.

b. No cooking or baking utensils from private homes.

c. Only paper cups and plates for coffee and cake may be used at a non-catered function.

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- d. All foods, prepared or to be prepared, must be kosher and from store(s) approved by the Rabbi. (The purchaser may be requested to submit the store's receipt to the office.)
  - e. If a non-catered kiddush is to be prepared, the office must be notified as to what foods are being served.
5. Clergymen other than those directly associated with the congregation shall be permitted to officiate at religious ceremonies in the synagogue building only upon the express invitation of the Rabbi.

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#### ADDITIONAL RULES FOR CATERERS

1. Only caterers approved by the office are permitted to provide services on the premises.
2. All caterers are required to deposit with the office, not less than two (2) weeks prior to the scheduled event, a deposit of \$500.00, to be held as a bond to insure strict compliance by the caterer with all rules and regulations affecting the use of the kitchen facilities, equipment, dishes, utensils and appurtenances, which said deposit will be returned to the caterer as soon as practicable following the day of use, after first deducting any expense occasioned to Congregation Habonim by reason of the caterer's failure to comply with any of these rules and regulations, for restoration of such kitchen facilities, equipment, dishes, utensils and appurtenances to the condition thereof prior to the caterer's use.
3. All caterers are required to provide a certificate of insurance to the office, with evidence of Worker's Compensation Insurance, and Comprehensive General Liability Insurance of not less than \$1,000,000. Bodily Injury and Property Damage, naming Congregation Habonim as an additional insured, Such certificate must be filed with the office at least two (2) weeks prior to the scheduled date of the catered event.
4. Caterers are required to leave the kitchen premises in a clean condition. Food and rubbish must be removed from all areas used for the catered event. Tables and chairs provided must be left clean of any food or rubbish.