



Facilities Reservation Form

Event Name: _____ **Event Date:** _____

Host(s) Name(s): _____

Home Telephone: _____ Mobile: _____ Other: _____

Address : _____

Sponsoring Organization (if any): _____ CBS Member?: No Yes

Email 1: _____ Email 2: _____

Type of event planned: _____ Event Hours: _____

Approximate number of guests expected: _____ Will food be served? No Yes

Will alcohol be served? No Yes A/V systems required?: No Yes

Facilities required: Social Hall Sanctuary Meeting Room(s) Classrooms

Special requirements: _____

BUILDING USE FEES AND DEPOSITS

Building Use Fee: _____
 Additional Custodial Service: _____
 Other Charges: _____
 Total Rental Fee: _____
 Due to Reserve: _____

A Reservation Deposit is required to hold the room rental.

- 25% of the rental fee (minimum \$100) is a non-refundable down payment
- \$250 damage deposit, (\$150 for CBS Members) which will be refunded after the function provided the room is in proper order.

CONGREGATION B'NAI SHALOM RENTAL POLICIES

- All events must follow Congregation B'nai Shalom dietary guidelines. In general, no pork or shellfish products are permitted at any time. In addition, no dairy products will be served at a meal which includes meat. A full text of our dietary guidelines can be found at [Dietary Policy](#) and our building use policy is available at [Building Use Policy](#).
- Table decorations that are difficult to clean up such as glitter on the table and liquid chocolate are prohibited. In addition, balloons and candles with flame are not allowed. No items can be hung from the ductwork, and nails or tacks in walls are prohibited.
- Events exceeding 200 people require a police detail. Parking beyond our lot's capacity (~130 cars) requires permission of the Westborough School Department for use of the Hastings School lot.
- All vendors must provide a certificate of insurance naming Congregation B'nai Shalom with a minimum liability of \$1,000,000.00 within thirty (30) days of the event. If liquor is being served, it must be served by a licensed bartender with an additional \$1,000,000 of liability insurance included.
- Approximately 1 month prior to the event, please provide Congregation B'nai Shalom with a listing of outside vendors, and a menu for the event. In addition, any open balance must be paid no later than 1 month prior to the event.
- Approximately 1 week prior to the event, please provide Congregation B'nai Shalom with a diagram of any special setup you may require.

Payment of deposit indicates acceptance of the above noted Building and Dietary Policies. Any questions about these policies should be addressed to the Temple Administrator.

Deposit Received
 Date: _____
 Check # _____
 Amount: _____

For Office Use:

Balance Received:
 Date: _____
 Check # _____
 Amount: _____