



Congregation  
B'nai Shalom  
בני שלום

## Social Hall Rental Reservation Form – B'nai Mitzvah

Bar/Bat Mitzvah Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Host(s) Name(s): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

Address : \_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

Type of event planned:

- \_\_\_\_\_ Simple Kiddush Luncheon  
\_\_\_\_\_ Afternoon Reception  
\_\_\_\_\_ Evening Reception  
\_\_\_\_\_ Friday evening pre-service dinner

Approximate number of guests expected: \_\_\_\_\_ Will liquor be served? No \_\_\_\_\_ Yes \_\_\_\_\_

### BUILDING USE FEES AND DEPOSITS

Simple Kiddush Luncheon	\$400
Afternoon/Evening Reception	\$800
Friday Evening Pre-Service Dinner	\$100

A Reservation Deposit of \$100 is required in order to hold the room rental. This is a non-refundable down payment, unless cancelled due to CBS Covid Policy.  
You also agree to compensate CBS for any damage or significant additional cleanup in lieu of damage deposit.

### 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 and building use policy is available on our website at <https://images.shulcloud.com/1510/uploads/PDF/building-use-policy-2008.pdf> or upon request.
- Table decorations that are difficult to clean up such as glitter on the table and liquid chocolate are prohibited. In addition, helium-filled balloons and candles with flame are not allowed. No items can be hung from the ductwork, and nails or tacks in walls are prohibited.
- 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.
- In the case of shared B'nai Mitzvah, Congregation B'nai Shalom endeavors not to schedule families who have both indicated a desire to use the social hall. However, should that occur, the receipt of a deposit will hold the room on a 'first come first served' basis.
- 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.
- Friday evening pre-service dinners must be fully cleared no later than 30 minutes prior to the beginning of services, so that there is sufficient time for the congregational Oneg Shabbat to be set.

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

Deposit Received  
Date: \_\_\_\_\_  
Check # \_\_\_\_\_  
Amount: \_\_\_\_\_

For Office Use:

Balance Received:  
Date: \_\_\_\_\_  
Check # \_\_\_\_\_  
Amount: \_\_\_\_\_