



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							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Simple Kiddush Luncheon</td> <td style="text-align: right; padding: 2px 5px;">\$400</td> </tr> <tr> <td style="padding: 2px 5px;">Afternoon/Evening Reception</td> <td style="text-align: right; padding: 2px 5px;">\$800</td> </tr> <tr> <td style="padding: 2px 5px;">Friday Evening Pre-Service Dinner</td> <td style="text-align: right; padding: 2px 5px;">\$100</td> </tr> </table>	Simple Kiddush Luncheon	\$400	Afternoon/Evening Reception	\$800	Friday Evening Pre-Service Dinner	\$100	<p>A Reservation Deposit of \$250 is required in order to hold the room rental.</p> <ul style="list-style-type: none"> \$100 is a non-refundable down payment \$150 is a damage deposit, which will be refunded after the function provided the room is in proper order.
Simple Kiddush Luncheon	\$400						
Afternoon/Evening Reception	\$800						
Friday Evening Pre-Service Dinner	\$100						

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, 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.

<p>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</p>	<p>Deposit Received Date: _____ Check # _____ Amount: _____</p>	<p style="text-align: center;">For Office Use:</p> <p>Balance Received: Date: _____ Check # _____ Amount: _____</p>
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