**Social Hall Rental Event Agreement**

This Rental Agreement (“Agreement”) is entered into by and between Congregation Anshei Shalom

(“CAS”) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Event Host”) as of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, for

 (Your name) (Today’s date)

rental of the CAS Social Hall, located at 472 Hempstead Avenue, W. Hempstead, NY 11552 (“Premises”)

1. Event Host would like to hold an event (“Event”) at the Premises on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Dates)

1. Party Host agrees to pay CAS the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Fee”) for use of the Premises for the Event. Reservation Deposit of $250.00 is due immediately upon confirmation of the reservation. The balance is due 4 weeks prior to the event or when this Agreement is signed. *See Appendix A for Event Fees*
2. **Audio Visual Equipment**: Use of the CAS AV equipment must be arranged in advance. *See Appendix A for Event Fees*

Do you require use of AV Equipment **\_\_\_\_\_\_\_\_\_\_\_\_\_**  (Yes/No)

1. **Photography in the Sanctuary**: Host must notify the office 3 days in advance of photography sessions on CAS premises.
2. **Security Deposit Fee**: A Security Deposit must be paid 30 days prior to event.\* This fee is fully refundable after the event upon inspection and determination that the facilities are returned in the proper condition. *See Appendix A for Event Fees*
3. **Cancellation Policy**: In the event that the reservation is canceled more than 4 weeks prior to the reserved date, the Reservation Deposit will be returned in full. Any cancellation after that will result in forfeiture of the deposit.
4. **Event Security**: Private Security Detail is required for all events for all times outside of normal shul activities. Security services will be arranged by the CAS office. The Private Security Detail must be present at least 15 minutes prior to the scheduled start of an event and 15 minutes after the scheduled end time of the event (if the event does not overlap normal shul activities). These fees must be paid two weeks prior to the Event. *See Appendix A for Event Fees*

Host must complete a Simcha Security Form two weeks prior to event\* *Appendix D*

1. **Premises**: Party Host agrees that the Event will occur only in the Social Hall on the basement level of the Premises. Unless advance CAS permission is obtained, under no circumstance may any part of the Event occur in other parts of Premises including, but not limited to, the serving of food anywhere on the Premises besides the basement Social Hall~~,~~ the set-up of entertainment for the Event in other locations in the Premises and the use of the sanctuary for photography.
2. **Rules**: Host agrees that they have read and will comply with The Rules for Congregation Anshei Shalom Social Hall Use. *See Appendix B.* I acknowledge that I have read the Rules for CAS Social Hall Use and will comply with all terms

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (your signature)

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1. **Caterer**:   See Appendix C for a list of CAS APPROVED CATERERS.  If the Party Host chooses to use a caterer for this event that is not on this list (“Other Caterer”), CAS will require a separate agreement signed by the Other Caterer and the Party Host; *Appendix E*.  All Caterers must comply with all terms set forth in *Appendix B*.
2. **Damages**: In the event that CAS incurs costs from damage or cleanup of the Premises resulting from the Event or if CAS incurs any other loss from the Event, whether caused by the Party Host, the Caterer, the Caterer’s staff or a guest of the Party Host, Party Host agrees that their security deposit shall be put towards the additional cost CAS incurs and Host will promptly reimburse CAS for any additional costs.
3. **Insurance**:  Event Host will make sure that Caterer agrees to add Anshei Shalom as an additional insured to its Comprehensive General Liability policy of Insurance and provide a certificate of insurance evidencing coverage.
4. **Indemnification**: To the fullest extent permitted by law, Event Host and Caterer will indemnify and hold harmless CAS their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of any person or damage to or loss of any property resulting from the negligence of the Event Host and/or Caterer in connection with the use of Premises.

**Congregation Anshei Shalom**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Party Host**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Your name)

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

*\*Note: Documentation and Fee deadlines are ‘immediate’ in cases of events booked on short notice (i.e. a Bris)*

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