

### FACILITIES RENTAL CONTRACT

Today's Date: \_\_\_\_\_ Event Date (s): \_\_\_\_\_ Type of Function: \_\_\_\_\_

Name(s) of Renter(s): \_\_\_\_\_

Please Check One:  Full Member  Associate Member  Non-Member

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

home phone: \_\_\_\_\_ cell phone: \_\_\_\_\_ email: \_\_\_\_\_

Start and End Time of Function: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Area(s) Contracted For (please check all that apply):  Social Hall/Kitchen  Foyer  Classroom/BetMidrash

Will you need access to the venue for prep 12-24 hours prior to the event? (extra charges may apply):  Yes  No

Name of Caterer: \_\_\_\_\_ phone: \_\_\_\_\_ email: \_\_\_\_\_

Name of Event Planner: \_\_\_\_\_ phone: \_\_\_\_\_ email: \_\_\_\_\_

Please list activities or entertainment planned including A/V requirements (slideshow, DJ, music, lighting, draping, unusual decor, dance floor, etc) or additional notes about your event (eg. valet parking): \_\_\_\_\_

#### RENTAL FEES

Mandatory Fees	
Reserve Date Deposit <i>(per simcha/event)</i>	\$200
Refundable Security Deposit	\$500
Set-Up* and Cleaning Fee <i>(per meal)</i>	\$200
<small>*Additional charges may apply to set up any rented tables, chairs, or equipment brought in from outside vendors</small>	
Security Fee per guard beyond usual shift: <i>Number of guards depends on the size and location of your event</i>	\$30/hour
Storage Fee for Uncollected Catering/Event Items	\$150/day

#### Pricing Chart (includes access to the venue 12 hours prior to event)

Tables Available for use in social hall: 15 small 60" round tables, 25 large 72" round tables, 2 six ft straight tables, 11 eight ft straight tables

Tables Available for use in basement classrooms and Beit Midrash\*\*: 1 small 60" round table, 4 eight ft straight tables, 12 six ft straight tables, 7 six ft white non-folding tables, 1 six ft white table **\*\*These tables may be moved upstairs for Saturday events only**

Venue	Full Member	Associate Member	Non-Member
<b>Kitchen &amp; Social Hall for weekday event</b> (including Saturday night)	\$500	\$800	\$1,800
<b>Kitchen &amp; Social Hall for Shabbat or Yom Tov</b> Dinner, Lunch, Kiddush, Oneg or Seudah Shlishit or <b>small weekday seudah</b> (eg. brit milah, bo bayom, simchat bat, sheva brachot) <i>(per simcha)</i>	\$500	\$800	\$1200
<b>Kitchen &amp; Bet Midrash for Shabbat or Yom Tov</b> Dinner, Lunch, Kiddush, Oneg or Seudah Shlishit or <b>small weekday seudah</b> (eg. brit milah, bo bayom, simchat bat, sheva brachot) <i>(per event)</i>	\$360	\$500	\$1000
Foyer between the sanctuaries (any day)	\$200	\$300	\$500
Use of Kitchen & Social for prep 12-24 hours prior to event (per day)	\$200	\$200	\$360
Classroom (per room) including Bet Midrash for lecture or meeting	\$200	\$200	\$300
Sanctuary for Brit Milah	included	\$100	\$300
AudioVisual Equipment Use (includes tech support)	included	\$350	\$750

**Wedding Prices:** Please contact the office to discuss details of your wedding and obtain pricing information.

## **KCT FACILITIES RENTAL POLICIES & TERMS**

The following policies regulate the usage of the KCT Building.

1. The facility may only be rented by people in good financial standing with KCT.
2. Members may reserve their date up to 3 years in advance. Associate members and non-members may reserve their date up to 1 year in advance.
3. A non-refundable deposit is required to reserve each date occurring after 1/1/2019 and this deposit may be applied to any fees charged for that date and may be used to reserve a different date if available. However, the reserving of a weekend for multiple functions will be considered a reservation of more than one date resulting in multiple reservation deposits.
4. A security deposit will be required for any use of the facilities. The security deposit may be made in the form of a check that will not be cashed or credit card authorization that will not be charged if the hall is left in proper condition. The reserving of a weekend for multiple functions requires 1 security deposit.
5. There will be charge for the rental/reservation of the social hall for a catered Kiddush.
6. There will be a charge for the rental/reservation of the social hall and/or other shul rooms for non-shabbat rental.
7. A separate charge will apply to anyone wishing to use the social hall for a private Friday night dinner, Shabbat lunch or Brit Milah
8. All caterers must be under supervision of a supervisory body which is accepted by the cRc and must have a signed copy of any shul required forms. The kitchen may be used for a kiddush or any other event, including drop-off, only with a Mashgiach approved in advance by the Rabbi or the cRc and all costs are to be paid by the renter.
9. Anytime a member chooses to cook food in the Shul kitchen, a mashgiach approved by the Shul Rabbi must be present. Only shul provided utensils may be used. Food prepared in private homes may not be brought into the facility.
10. A Shul authorized supervisor must be present anytime the shul is in use and at the sole cost of the renting member.
11. There is no extra fee for the set-up and removal of tables and chairs. Any tables and chairs or other furnishings required by the renter beyond what is available at the shul can be rented at the sole cost of the renter.
12. KCT members who have fulfilled their building fund payments, on a minimum pledge of \$5,000, are entitled to a free "simcha" rental, which constitutes a full weekend of space rental. However, a security deposit and cleaning are still required.
13. All payments/authorizations in full are required fourteen (14) days in advance of the event.
14. It is the responsibility of the renter to leave the premises in the same condition that they found them in. For example, caterers are responsible for kitchen cleanup immediately after the event and any items must be picked up within 24 hours of the end of the event or a storage fee per day will be charged with the caterer/member/renter being joint and severally liable.
15. Garbage must be secured and disposed of in containers and bags approved by the shul. All full garbage bags must be accumulated in the kitchen or other discreet area inside the building. The garbage will be collected by shul maintenance and disposed of in the shul garbage room once the event has ended. Anyone who takes garbage bags outside of the shul building and leaves them there will be charged a \$300 fine as the shul will be cited and fined by the Village of Skokie for any bags not properly disposed of.
16. Guests may use the KCT's parking lot and available street parking. The lot directly south of the KCT parking lot does not belong to the shul and cars will be towed. Renter's may bring in valet parking service at their own expense and are responsible for complying with the neighborhood parking rules.

17. Classroom rentals may be available upon request, and only when they are not in use already by the shul's tenant Mesivta Shaarei Adirim.
18. An additional charge will be applied to use the main foyer for food service at anytime and may not be set up until 30 minutes after the ending of the main minyan, if used on Shabbat.
19. For Sunday events, user may access the social hall and kitchen to set up 2 hours after havdalah Saturday night.
20. Any user will be held financially responsible for any damage done to the facility by guests and caterer
21. Guests may use the KCT's parking lot and available street parking. The lot directly south of the KCT parking lot does not belong to the shul and cars will be towed. Renter's may bring in valet parking service at their own expense and are responsible for complying with the neighborhood parking rules.
22. Renter is responsible for any and all damage to kitchen equipment and appliances, and synagogue property, whether caused by caterer, outside service provider, or guest.
23. KCT not responsible for any personal property brought into the building.
24. KCT shall not be liable for, and renter shall hold KCT harmless against any injury or property damage sustained by renter, guests, caterer (and caterer's staff personnel) and outside service provider, unless such injuries or damages are caused by the negligence of KCT (in which case, only to the extent to which KCT contributed toward the injury or damage).
25. All food and equipment deliveries must be made between 9:00 AM and 1:00 PM, Monday through Thursday. All deliveries made on Friday must be made no later than 2:00 PM.
26. A deposit of \$200 must accompany signing of contract, which will be applied to cost of event.
27. KCT is responsible for table/chair set-up and table/chair breakdown and clean-up.
28. Caterer is responsible for cleaning the kitchen.
29. Neither the caterer nor renter can bring anything into the synagogue or remove anything from the synagogue on Shabbat.
30. Caterer must pick-up any equipment left in the synagogue on Monday following the event, between 9:00AM and 1:00 PM unless other arrangements have been made.
31. Caterer must be approved by our Rabbi and have acceptable kosher certification by the cRc.
32. Room lay-out must be received no later than 3 days prior to the event and may be emailed to [office@skokieshul.org](mailto:office@skokieshul.org)
33. Except with prior written approval, no decorations other than flowers and potted plants may be brought into the Synagogue or hung, pasted or fastened by any manner or means from any walls or ceilings or doors, and no alterations, additions or rearrangements of the furnishings, draperies or decorations in the Synagogue may be made.
34. All exit doors must be left free and unobstructed. No tables, decorations or flowers shall be placed in front of doors or stairways.
35. No guests are allowed on the lower level of the building, unless a Shacharit, Mincha, or Maariv service precedes or follows the event, in which case, access to the sanctuary where the service is being held will be permitted.
36. No food, drinks, plates, napkins, etc. are allowed outside the Social Hall.
37. Caterer has permission to drop-off linens, but the synagogue does not accept any responsibility for loss, theft, or damage to goods left on premises.
38. Caterer must provide the synagogue with a Certificate of Insurance at least 4 weeks prior to the event.
39. If outside service providers are used for this affair, including but not limited to photographers, videographers, musicians, or entertainers, a Certificate of Insurance must be supplied by each one no later than 1 week prior to the event.
40. If food is dropped off by caterer, all containers **MUST BE** sealed with caterer's name tape and kosher certification insignia. All food and food products prepared and/or served at the synagogue must bear an acceptable kashrut symbol (please see cRc list of approved hechsherim). in addition, renter must provide a cRc approved mashgiach on

the premises for drop off as well as the duration of the rental period at the renter's expense. Please note: if your event is a full service catered event, the caterer will arrange for the mashgiach.

41. If food is dropped off, a cRc mashgiach must be present at the renter's expense
42. Nut and tree nut policy: for all those bringing catered food in or using the shul kitchen to prepare food, foods with peanut, peanut butter, tree nut (walnuts, pecans, pine nuts, almonds, cashews etc.) or other nut ingredients may not be brought to shul and should be kept out of catered events that are open to the entire congregation. products that are nut free but say on the label that they were "produced in a facility that produces nuts," "may contain nuts" or "may contain traces of nuts" may be brought.
43. KCT does not supply kitchen help or servers.
44. as per crc guidelines, all liquor must be on the approved crc list.
45. Cancellations must be made 90 days prior to the date. Failure to do so will result in the forfeit of the entire deposit.
46. Proper decorum and reasonable standards of behavior shall at all times be maintained and enforced by the renters. The renter and all of its agents, servants and employees and outside contractors and their agents, servants and employees shall at all times comply with the rules, customs and practices of KCT.
47. Music policy: music with foul language or inappropriate themes and lyrics is unacceptable and may not be played publically within the synagogue building. this applies to live music as well as recorded music and background music used during a video montage.
48. Mixed dancing between men and women of any age is unacceptable on the synagogue premises. the above policy applies to dancing together in any form, with or without physical contact. party games may not include physical contact between genders.
49. Guests of the synagogue are expected to dress in modest attire.
50. For weddings, the mesader kiddushin (officiating rabbi) must be approved in advance by Rabbi Gelman.
51. For a Brit Mila, the mohel must be approved in advance by Rabbi Gelman.

I/We have read the above contract and agree to the policies and terms.

X \_\_\_\_\_ Date \_\_\_\_\_

**Please submit payment of \$200** to save your event date and **security deposit of \$500 in form of postdated check or credit card authorization**. The \$200 will be applied toward the cleaning fee and the \$500 will be refunded within 1 week after event if no damage has occurred or may be applied to contract balance. Payment by check, credit card or cash is accepted.

Please indicate your preferred payment method for Event Deposit \$200:

- Check will be mailed     Credit Card Payment (2.27% additional fee)     Cash

Please indicate your payment method for Security Deposit \$500:

- Post-dated Check will be mailed     Credit Card Authorization (please complete cc info below)

Credit Card payments can be made online at <https://www.skokieshul.org/payment.php> or by completing the follow information:

Name on Card : \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card # \_\_\_\_\_ Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_

Checks are payable to *Kehilat Chovevei Tzion* and can be mailed to:    Kehilat Chovevei Tzion Events  
9220 Crawford Ave  
Skokie, IL 60076