

**Shaarei Orah**  
**The Sephardic Congregation of Teaneck**  
**1425 Essex Road**  
**Teaneck, New Jersey 07666**  
**(201) 833-0800**  
**office@sephardicteaneck.org**

**Agreement for Rental of Facilities**

Thank you for choosing to hold your function at Shaarei Orah. Please complete all information requested below and return the completed Agreement to the synagogue office together with a non-refundable down payment of \$250 per event.

Name: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_

Evening: \_\_\_\_\_

Cell: \_\_\_\_\_

Membership: Are you a Full member?  Affiliate?  Non Member?

Type of function: \_\_\_\_\_

Date and time: \_\_\_\_\_

Number of guests: \_\_\_\_\_ **(Please note - the limit is 100 guests)**

Facilities Required:

Social Hall  Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(includes downstairs lobby adjacent to social hall)

Lobby  Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Sanctuary  Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(for private Minyan)

Classroom  Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Usage of sanctuary for religious services and or usage of Sifrei Torah must be approved in advance by the Rabbi and is only available at times when Shaarei Orah is not using it for its own minyan.

**Caterer must be chosen from our approved caterer list. Please see attached list for names and contact information.**

Name of Caterer: \_\_\_\_\_

By signing below, you acknowledge that you have read this agreement (including all attachments) and you agree to abide by all of the terms of this agreement including the fee schedule and rules. This agreement may be terminated by Shaarei Orah at any time in the event of your failure to abide by any of the terms.

RENTER:

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

SHAAREI ORAH:

Accepted on behalf of Shaarei Orah by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Total Rental Fee: \_\_\_\_\_

Down Payment (non-refundable) received on \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

Damage deposit received on \_\_\_\_\_ in the amount of \$300

Security fee received on \_\_\_\_\_ in the amount of \_\_\_\_\_

Balance due: \_\_\_\_\_

Balance due received on \_\_\_\_\_ in the amount of \_\_\_\_\_

## Fee Schedule

Area	Full Member Price	Affiliate Member Price	Non Member Price
*Social Hall	\$500	\$650	\$800
Lobby	\$100	\$150	\$200
Sanctuary	\$100	\$150	\$200
Classroom	\$50 per hour	\$60 per hour	\$75 per hour
Charge over 4 hours	\$100 per hour	\$100 per hour	\$100 per hour
Damage Deposit	\$300	\$300	\$300
Security fee (per day)	\$120 per day	\$120 per day	\$120 per day

### Multiple Day Events and Weekday (non-brit) Special Social Hall only

**Security fee of \$120 per day is in addition to prices below**

Type of Event	Full Member Price	Affiliate Member Price	Non Member Price
Shabbat - two consecutive day/meal event Friday night/Shabbat Lunch	\$625	\$825	\$1,000
Weekday non-brit event (does not include Hag)	\$400	\$525	\$650

***Please Note:***

- ***Full and Affiliate Members can bump a non-member for a Simha in the Social Hall up to 6 months in advance.***
- ***Fees are for a 4 hour event and do not include Mashgiach.***
- ***Fees do not include custodian, food, paper goods, utensils or tablecloths.***

**Total rental fees for this event: \$ \_\_\_\_\_ (plus \$300 damage deposit and security fee)**

**Renter's Initials:** \_\_\_\_\_

## Rules

**Rental Fee:** A non-refundable down payment of \$250 per event must accompany this Agreement. The balance of the rental fee plus the \$300 damage deposit and security fee must be paid in full at least 30 days prior to the event date.

**Cancellation:** Cancellation of this Agreement by renter after it has been signed and delivered to Shaarei Orah, will result in forfeiture of the down payment.

**Approved Caterers:** Please see attached list for approved caterers that are allowed on premises.

**Kitchen:** The kitchen at Shaarei Orah is a warming kitchen only and the sink is Meat/B'sari. **THE WARMING OVEN IS THE PROPERTY OF DIPLOMAT CATERER AND CAN NOT BE USED WITHOUT WRITTEN APPROVAL FROM EZRA OR NISSIM DOUEK. IF USAGE IS ALLOWED, DIPLOMAT WILL ASSESS A FEE OF \$150 PER EVENT.**

**Use of Facilities:** Renter can only use the space as indicated in this agreement.

- No food or beverages may be brought into to Sanctuary at any time.
- Only cold food/beverages and passed food (hors d'oeuvres) may be served in the entrance lobby and social hall lobby areas.
- No food or beverages allowed in the upper lobby area.
- Warming trays, cooking and or other hot preparation are prohibited in the lobby areas on all levels.
- Beverages may be served in the classroom, however, no food of any kind is allowed in the classroom.

***Deliveries: All deliveries prior to an event must be coordinated with the office at the convenience of the office staff. Elevator usage must be in accordance with directions from the office/maintenance staff***

**Tents:** No tents or other structures may be erected on the premises, without prior consent of Shaarei Orah and the approval of the township authorities.

### **Tables and Chairs:**

Shaarei Orah has maximum seating for 100 people in the Social Hall. Any additional tables and chairs are the obligation of the renter. Set up and breakdown of tables is the responsibility of the renter/caterer. As of July 2017, the following tables and chairs available:

- 10 - 60 inch round tables
- 1 - 4 foot rectangular tables
- 3 - 6 foot rectangular table
- 3 - 8 foot rectangular tables
- 100 Ballroom chairs

**Decorations:** No decorations may be attached to the ceilings or walls of the synagogue building.

**No Smoking:** Smoking is not permitted anywhere in the building or on the property.

**No Violation of Halacha:** The property may not be used for any event or activity which is not in compliance with Halacha. Any activity or event which is questionably in compliance with Halacha must be approved by the Rabbi prior to the activity or event taking place.

Renter's Initials: \_\_\_\_\_

**Religious Services:** No religious services or use of any Sefer Torah may take place without the express prior permission of the Rabbi.

**No Illegal Use:** The property may not be used for any event or activity which is illegal, dangerous, hazardous, or otherwise not in compliance with government laws, rules, codes and regulations.

**Noise:** When preparing for an event and during the event, the renter and its caterer and other service providers shall use their best efforts to minimize noise, disturbances and interference with the minyanim, youth programs and other activities that may be taking place in the synagogue.

**Parking:** Street parking is available. Guests and or workers may NOT park in the school parking lot across from Shaarei Orah. **Please be considerate and do not block the neighbors' driveways.**

**End of Event:** RENTER MAY NOT LEAVE THE BUILDING UNTIL ALL GUESTS HAVE DEPARTED. All evening events must end, and all guests must depart the building, **no later than 12:00 midnight.** Caterer must clean up and vacate the building, and lights must be extinguished within 30 minutes after the end of the event.

**Clean up:**

Within 30 minutes after the end of the event:

- All food, utensils, and equipment which do not belong to the synagogue must be removed. **Food that is left over will be donated or thrown away unless other arrangements are communicated to the synagogue office no later than 24 hours after the event.**
- All refrigerators, freezers, sinks and other appliances used in connection with the event must be emptied and cleaned.
- All garbage must be properly bagged, and placed in the garbage dumpster outside the synagogue. ANY GARBAGE THAT DOES NOT FIT INTO THE DUMPSTER MUST BE REMOVED FROM THE PREMISES AND DISPOSED OF ELSEWHERE. DO NOT LEAVE EXCESS GARBAGE BAGS IN BUILDING, ON TOP OF DUMPSTER, IN THE DRIVEWAY OR ANY PLACE ON SYNAGOGUE PROPERTY.
- All chairs and tables must be reset, in the manner found prior to the event.
- All floors must be swept and mopped, as appropriate.

**Please note that the social hall is used for youth groups on Shabbat morning. If the social hall is used on Friday night, the room must be totally cleared immediately after event. The social hall is not available for use until 11:30 AM on Shabbat. If the social hall is used for Shabbat lunch, the room must be totally cleared no later than 30 minutes before Shaarei Orah's scheduled Minha time.**

**Damage Deposit:** At the time that the rental fees balance is due (no later than 30 days prior to the event) a \$300 Damage Deposit will be collected from the renter. If Shaarei Orah incurs any expense including cleaning, repair or replacement of property, or resulting from fees charged by Township of Teaneck, incurred as a result of the renter's usage of the Shaarei Orah building, that total expense will be deducted from the damage deposit. If the amount of the damage deposit is not sufficient to pay such costs, the renter shall remain liable for the balance and shall pay all such amounts within 7 days after demand. The damage deposit, less any expenses incurred, will be returned to renter within 7 days after the event.

**Renter's Initials:** \_\_\_\_\_

**Shaarei Orah, The Sephardic Congregation of Teaneck**  
**APPROVED CATERERS**

- **Diplomat Caterers:** Nissim Douek: (917) 417-4671,  
dndouek@yahoo.com
- **Five Star Caterers:** Kenny Yager: (973) 812-0329,  
sfrost@fivestarcaterers.com
- **Petaks Catering:** Gary Rubin: (201) 797-8522,  
gfrubin@gmail.com
- **Riverdale Kosher:** Joshua Murad: (201) 279-9344  
joshuamurad99@gmail.com