



## RECEPTION ROOM RESERVATION APPLICATION/CONTRACT

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, <sup>1</sup> between  
(Date) (Month) (Year)

\_\_\_\_\_,  
(Your Name)  
with an address at \_\_\_\_\_,

whose telephone numbers are \_\_\_\_\_ and \_\_\_\_\_  
(Home) (Office)

(hereinafter "You") and the Young Israel of Scarsdale ("Synagogue") for the rental of certain Synagogue facilities under the terms and conditions set forth herein:

Date(s) of function: \_\_\_\_\_  
(Day of Week) (Month) (Date) (Year)

EVENT BEING CELEBRATED: \_\_\_\_\_

Number of Guests not to exceed \_\_\_\_\_. (If 150 or more guests, please see paragraph 4 below).

For the following time period (not to exceed six hours): From \_\_\_\_\_ [A.M./P.M.] to \_\_\_\_\_ [A.M./P.M.].<sup>2</sup> You, your caterer and approved agents shall have access to the Synagogue facilities covered by this Agreement up to two hours before and one hour after the scheduled time. If additional time is required, written approval must first be obtained from the Synagogue so as to avoid conflicts with other events, and you agree to pay a fee of \$200 per hour for such additional time.

You must also complete a Reservation of Date form. This Agreement and the Synagogue facilities covered by this Agreement at the time requested will only be made available and **reserved** upon the approval of the Reservation of Date form by the Rabbi and the applicable Synagogue officers and committee chairpersons. Reservation of Dates is subject to the Synagogue's rules and regulations.

Check the box if You are a member in good standing of the Synagogue. If You checked the box, You represent that You are currently a member in good standing of the \_\_\_\_\_

<sup>1</sup> The Synagogue will fill in the date at the time this Agreement is signed by an officer of the Synagogue.

<sup>2</sup> Subject to review and approval of the Synagogue at the time this Agreement is signed by an officer of the Synagogue

Synagogue and have met all of your financial obligations to the Synagogue to date. You agree to keep all of your financial obligations to the Synagogue current through the date on which the Facilities are rented under this Agreement. You acknowledge that in the event that You do not keep your financial obligations to the Synagogue current at any time during this period, the Synagogue may cancel this Agreement and/or impose the higher nonmember charge for the use of the Facilities. The payments due under this Agreement are in addition to, and not in place of, all other amounts due the Synagogue including, but not limited to, pledges and Bar or Bat Mitzvah class fees.

<b>Facility to be Rented</b>	<b>Date</b>	<b>Friday Evening</b>	<b>Extended Kiddush</b>	<b>Saturday Luncheon</b>	<b>Saturday Evening</b>	<b>Sunday Morning</b>	<b>Sunday Afternoon</b>	<b>Sunday Evening</b>	<b>Other</b>
<b>1/3 Social Hall<sup>3</sup></b>									
<b>2/3 Social Hall</b>									
<b>Entire Social Hall</b>									
<b>Sanctuary</b>									
<b>Gallery<sup>4</sup></b>									
<b>Teen Lounge</b>									

(Please check applicable rooms and days. A rate schedule is available at the Synagogue Office and a copy of the current rate schedule is annexed hereto and made a part hereof.)

If You have use of the Synagogue facilities on a Friday night, or anytime on Saturday or Sunday, for an affair other than a Bris, the Synagogue will authorize only rental of the entire social hall, and not a smaller portion. However, if the social hall has not been reserved six weeks prior to the date You are requesting, You may reserve less than the entire social hall for an affair on Friday night, or a Saturday or Sunday.

The rental of any Facility other than the Sanctuary includes use of the kitchen(s) and the services of one custodian. It specifically excludes the services of a mashgiach, which must be separately arranged in advance, an attendant for the coatroom, valet parking (and the services of any religious officials). Should any additional custodians be required (which shall be determined by the Synagogue in its sole judgment), You shall pay the cost of such additional custodian as an additional charge.

A Facility Use Agreement must be signed in advance. A deposit equal to \$500.00 must accompany the signed agreement and the balance of the fee must be paid two (2) weeks before the scheduled event, 48 hours in the case of a Bris, Shalom Zachor or Simchat Bat. The caterer for the event will not be allowed into the facility unless the facility use fee has been paid in full.

<sup>3</sup> If less than the entire Social Hall is requested, the portion(s) closest to the meat kitchen will be rented.

<sup>4</sup> The Gallery will be made available only if You are renting the Social Hall at the same time and additional space is required.

Your Caterer's Name, Address<sup>5</sup> \_\_\_\_\_  
and Telephone Number \_\_\_\_\_

Please let us know as you confirm:

Florist \_\_\_\_\_

Music \_\_\_\_\_

Entertainment \_\_\_\_\_

Photographer \_\_\_\_\_

As of the date hereof, the Caterer is approved by the Synagogue's Rabbi and Kashrut Committee and has agreed to abide by the rules, regulations and guidelines established by the Synagogue. Notwithstanding the foregoing, You acknowledge that at the time of the Function, the Caterer must continue to have approval of the Rabbi and Kashrut Committee or access by the Caterer will be denied and You may thereby be forced to find a suitable replacement caterer. All terms and conditions of this Agreement shall nevertheless remain in full force and the Synagogue shall not be liable for any damages or additional costs You incur.

2. You acknowledge being familiar with the Synagogue's facilities and having read the Synagogue's rules, regulations and guidelines with regard to the reservation and rental of the Facilities and with regard to kashrut, and You agree to strictly abide by them, (including any later amendments, additions or changes) at all times.
3. Prior to the commencement of the Function, the Caterer shall be required to furnish the Synagogue with proof of Workers Compensation Insurance, a New York State Certificate of Health and product, and public and liquor law liability insurance in the amount of at least one million dollars (\$ 1,000,000.00), naming the Synagogue as an additional insured, as well as a Bond or minimum deposit against damage in the sum of \$1,000.00.
4. If the Function is on a day other than a Saturday or Jewish Holiday on which automobile travel is prohibited and at least one hundred fifty (150) guests are expected to attend, You, at your own expense, shall be required to make arrangements to provide valet parking in a private lot. Valet parking shall be provided by a duly licensed and adequately insured company, proof of which shall be supplied to the Synagogue at least seven (7) days prior to the date of the Function.
5. You are responsible for the actions of your guests, the Caterer and any contractors, vendors or agents hired by You including, but not limited to, the

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<sup>5</sup> If You do not have a caterer at present, You must notify the Synagogue at least three (3) months in advance of your function of the name of the caterer to obtain approval for said caterer.

time the Facilities used, cleanliness of the Synagogue and any damages to the Facilities.

6. The Synagogue assumes no responsibility or liability for any damage or loss of personal property, including motor vehicles or articles of clothing brought to or left on the Synagogue premises. You agree to indemnify and hold harmless the Synagogue, including its employees, agents, directors, officers and members from any and all claims, liabilities, losses and demands for any actions whatsoever for personal injury, death or property or other damages to You or any person attending the Function, due to any cause whatsoever, even if arising from negligent acts or omissions and to reimburse the Synagogue, including its employees, agents, directors, officers and members, for any expenses or loss, including reasonable attorney's fees and expenses, incurred by reason of any such claim being made against the Synagogue, including its employees, agents, directors, officers and members. You assume the responsibility of so notifying the Caterer, any other contractors or vendors and all guests.
7. The Synagogue is not responsible for acts or damages resulting from alcohol consumption or substance abuse of your guests or invitees.
8. The Synagogue shall have no responsibility for failure to supply the Facilities or for the condition of the Facilities as agreed upon when prevented from doing so by strikes, accidents, inclement weather, power shortages or any other cause beyond the Synagogue's reasonable control, or by order or regulations of any governmental authority, or otherwise.
9. In the event that You cancel or otherwise breach this Agreement, You shall remain liable for the full amount required to be paid under this Agreement without offset or reduction, shall not be entitled to a refund of its deposit, and shall be liable for the Synagogue's costs of collection, including reasonable attorneys fees; provided however, that deposits in excess of \$500.00 may be applied by Synagogue members towards their membership dues or pledges. **A letter of cancellation is to be sent to the attention of our Executive Director, Marsha Lustig.**
10. The Synagogue has not agreed to rent Synagogue facilities to You unless and until this Agreement and the Reservation of Date form have been reviewed and approved by the appropriate officers and agents of the Synagogue and signed by an authorized signatory of the Synagogue. This Agreement is not transferable by You without the written consent of both the Chairperson of the Catering Committee and at least one authorized officer of the Synagogue.

Host \_\_\_\_\_

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

**RECEPTION ROOM RESERVATION APPLICATION/CONTRACT IS APPROVED**

**YOUNG ISRAEL OF SCARSDALE**

By: \_\_\_\_\_  
**President**

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

Deposit: \_\_\_\_\_

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

Balance Due: \_\_\_\_\_

**FEES FOR USE OF  
THE YOUNG ISRAEL OF SCARDALE  
CATERING FACILITIES**

*The Synagogue's facilities may be used for private functions, such as Friday night dinners, desert receptions, Shabbat Lunches, Seudah Shlishit, brunches and Women's Tefillah.*

The schedule of fees is as follows:

- (i) For private functions, other than those covered by (iii) below, held on Shabbat or Yom Tov:

**Members**

One third of Social Hall or Green Gallery.....	
\$ 800.00	
Two-thirds of Social Hall.....	\$1,200.00
Entire Social Hall.....	\$1,600.00
Gallery for Extended Kiddush.....	\$ 375.00
Teen Center.....	\$ 350.00
Drop off Kiddush Fee.....	\$ 500.00
Mashgiach Fee.....	\$ 100.00

**Non-Members**

Entire Social Hall.....	\$2,200.00
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- (ii) For private functions, other than those covered by (iii) below, held on a day other than Shabbat or Yom Tov, the facility charge is \$1,600 for Members and \$2,200 for Non-Members, which covers the use of the Social Hall and Green Gallery.

- (iii) In the case of a Bris, Pidyon HaBen, Simchat Bat or Shalom Zachor (whether on a weekday or weekend), the fees are as follows:

**Members**

One third of Social Hall, Green Gallery or Teen Center.....	\$ 600.00
Two-thirds of Social Hall.....	\$ 900.00
Entire Social Hall.....	\$1,300.00

**Non-Members**

Entire Social Hall.....	\$2,200.00
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- (iv) Associate Members will be charged as Members provided they have been Associate Members for at least four consecutive years, otherwise they will be charged as Non-Members.

**These fees assume an early morning function that will not interfere with a previously reserved evening or afternoon rental.**

**In all other cases, the Synagogue reserves the right to charge an additional fee.**

**In addition, the Synagogue reserves the right to increase the fees from time to time as it deems appropriate.**

- D. **Security Charge.** A Security Fee will be imposed with respect to all private functions taking place in the Synagogue. The amount of the Security Fee will be based on the Synagogue's cost of providing two security guards beginning one half hour before the start of the function and ending one-half hour after the completion of the function. The Security Fee is payable at the time the balance of the Facility Use Fee is due.
  
- E. **Maintenance Fee.** A Maintenance Fee, as determined by the Synagogue from time to time, will be imposed in the following circumstances: (i) A sponsored Kiddush that is ordered through the Synagogue's Kiddush Coordinator; and (ii) "Drop-off" service (for Kiddush or Shalosh Seudot) arranged with one of the Synagogue's approved caterers.
  
- F. **Mashgiach Fee.** A non-working Mashgiach – i.e., someone whose sole responsibility is to act as Mashgiach – approved by the Rabbi, is required at every function held on Synagogue premises where either hot food, whether meat or dairy or parve, will be served or food preparation is involved. Upon request, the Synagogue will provide a Mashgiach and a Mashgiach Fee, determined by the Synagogue from time to time, will be payable in advance.

## Approved Panel of Caterers October 2018

\*Please contact Marsha Lustig @ext 101

<b>Caterer</b>	<b>Contacts</b>	<b>Address</b>	<b>Phone</b>
<b>Classy Edge Caterers</b>	Sara Blimy Tabak	<b>14 Dale Road Airmont, NY 10952</b>	845-200-8407 917-482-9304 cell <a href="mailto:classyedgeny@gmail.com">classyedgeny@gmail.com</a>
<b>Foremost Ram Caterers, Inc.</b>	Randy Zablo	<b>65 Anderson Avenue Moonachie, NJ 07074</b>	201-664-2465 ext 121 <a href="mailto:randy@foremostcaterers.com">randy@foremostcaterers.com</a>
<b>Main Event Mauzone</b>	Joey Bodner Steven Bodner Eddie Iszo	<b>332 East 86<sup>th</sup> Street 2<sup>nd</sup> Floor New York, NY 10028</b>  <b>60 Romanelli Avenue, South Hackensack, NJ 07606</b>	201-894-8710  <a href="http://www.maineventmauzone.com">www.maineventmauzone.com</a>
<b>MD Catering</b>	Steve Polinsky	<b>332 East 86<sup>th</sup> Street 2<sup>nd</sup> Floor New York, NY 10028</b>	212-579-7700  <a href="mailto:steven@mdcatering.com">steven@mdcatering.com</a>
<b>Oasis dba Traditions</b>	Scott Fagan	<b>302 Central Avenue Lawrence, NY 11559</b>	516-295-3630  <a href="mailto:Scott@traditionseatery.com">Scott@traditionseatery.com</a>
<b>Prestige Caterers</b>	Joel Katz	<b>1000 Rosedale Road Valley Stream, NY 11581</b>	718-464-8400 516-374-9059  <a href="http://www.prestigecaterers.com">www.prestigecaterers.com</a>
<b>Seasons</b>	David Gelman	<b>1128 Wilmot Road Scarsdale, NY 10583</b>	914-472-2240  <a href="mailto:david@seasonsny.com">david@seasonsny.com</a>
<b>8<sup>th</sup> Day Caterers</b>	Dovid Lisker	<b>69 West Main St. Bergenfield, NJ 07621</b>	201-214-0803  <a href="mailto:dovid@8thdaycaterers.com">dovid@8thdaycaterers.com</a>