

TEMPLE BETH AM RENTAL CONTRACT 2018/19

203 Church Place -Yorktown Hts, NY 10598 914-962-7500
 officetemplebetham@gmail.com fax: 914-962-2990

Name:		Email:		Phone:	
Rental Date:		Start Time:		End Time:	
Check	Check all items that apply in box to the left and total on bottom line			Members	Non Members
	a. Security deposit on separate check that will be returned to you			\$100	\$100
	b. Gloria Hall for 4 hours for a maximum of 100 seated attendees			\$200	\$325
	c. Gloria Hall: pre BM dinner or 1.5 hr Saturday kiddush– signed contract required – and custodian visit (g) may be required – max of 100 seated attendees. Liability certificate from caterers.			\$0	n/a
	d. 1 classroom for 3 hours			\$115	\$115
	e. 2 nd classroom for 3 hours			\$100	\$100
	f. 3 rd classroom for 3 hours			\$ 60	\$ 60
	g. If office has advised you that special custodian visit required			\$ 85	\$ 85
	Total due for second check: total lines b-g (“a” is separate check)				

Payment: Total payment is due at contract signing (checks payable to Temple Beth Am.)

Entrance code(s): Call the office a week before your event for entrance code(s). A Temple Beth Am member must be present for the entire event.

Food: Serving of Kosher food is optional – however food such as pork and shellfish is not permitted.

Cancellation Policy: Temple Beth Am reserves the right to cancel any or all above dates with seven days notice. Renter likewise may cancel, without penalty, with a seven day notice. Cancellation with less than a seven day notice will result in forfeiture of security deposit.

Emergency Exits: all emergency exits and hallways must be left clear.

Kitchen Use: Renter may use stoves, sink, and refrigerator. Temple Beth Am is not responsible for food left or damaged by any cause.

Decorations: No decorations may be attached to walls or window frames. There are hooks on the ceiling molding for attachment of decorations. No tape, tacks or staples are permitted .

Alarms: Areas of the Temple which are off-limits to renters are alarmed. Any alarm nuisance fee charged to the Temple due to carelessness on the part of the renter will be deducted from the renter’s security deposit. Renter is responsible for re-alarmed building upon leaving.

Conditions: Clean-up of all facilities utilized is the renter’s responsibility. For your convenience a clean-up check list is attached. Failure to perform the items in the check list will result in loss of all or part of security deposit. Liability of Temple Beth Am is limited to the amount of the deposit. Only the terms specified herein are binding. Both pages of this contract must be signed and dated.

 Renter Signature/Date

 Temple Rep Signature/Date

please sign back page ⇒

BEFORE LEAVING THE BUILDING

CHECK off

- 1. **Gloria Hall and/or Classrooms:**
 - _____ A. Restore Table and Chair setup to original setup.
 - _____ B. Sweep the floor, and wet wipe any spills.
 - _____ C. Close the windows, restore any heat/AC changes, lights off.
- 2. **Kitchen:**
 - _____ A. All surfaces damp wiped.
 - _____ B. Trash removed to dumpster on side of building.
 - _____ C. Lights off, door latched shut.
- 3. **Bathrooms:**
 - _____ A. Wipe out the sinks.
 - _____ B. Check for trash.
 - _____ C. Check that toilets are flushed.
 - _____ D. Empty trash and diaper baskets.
 - _____ E. Turn off lights.
- 4. **Re-Alarm Building and leave!**

INDEMNIFICATION

- 1. Tenant shall hold landlord harmless and indemnified at all times against any loss, damage, cost, expense or liability (including attorney fees) resulting to any person or property by reason of any use which may be made of the Leased Premises or any part thereof, or by reasons of any act or thing done or omitted to be done in, upon or about Leased Premises or any part thereof.
- 2. Organizations and businesses shall provide us an original certificate of liability insurance with a minimum of \$1,000,000 in liability, naming Temple Beth Am located at 203 Church Place , Yorktown Heights, NY 10598, as additionally insured for the date(s) of the event. Any caterers you use must provide this certificate.
- 3. If any person shall institute an action against the Landlord based on conduct occurring in connection with Tenant's use or occupancy of the Leased Premises or if any person shall institute an action against Tenant in which Landlord shall be made a party defendant, Tenant shall indemnify and save Landlord harmless from all liabilities by reason thereof, including reasonable attorney's fees and all costs incurred by Landlord in such action, whether by judgment or settlement.
- 4. Failure to complete this check list will result in forfeiture of all or part of your security deposit. Please return this check list when you come to drop off the key. We thank you for your cooperation. Please remind your guests that this is our house of worship. We welcome your use of our facilities and ask that you treat it with care. We hope you enjoy your occasion and will consider us for your future rental needs.

Renter Signature/Date

Temple Rep Signature/Date