



**KAY Shul – Kehillas Ahavas Yisrael  
Rav Moshe Plutchok, Morah D'asra  
Simcha Hall Contract**

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

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

Home Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Estimated # of people: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Starting time/ Ending Time: \_\_\_\_\_ / \_\_\_\_\_

Caterer: \_\_\_\_\_

Caterer Contact name and #: \_\_\_\_\_

Are you a member of KAY?   Y   N

**Schedule of Fees: Member/ Non-Member**

Friday Night \$650/\$850	Both Friday Night and Shabbos kiddush/meal \$1250 /\$1550	Shalosh Seudos – Add on \$150 /\$250	Morning use (e.g. Bris): \$650/\$850
Shabbos Day kiddush/meal \$650/\$850	Shalom Zachor \$300 /\$450	Weeknight use: \$650/\$850	Other use: Fee to be determined by the Board of Trustees of KAY

**Room needed for (please circle all that apply):**

Fri night dinner	Shabbos Kiddush	Shabbos Lunch	Motzai Shabbos Event
Shalosh Seudos	Weekday Evening	Shalom Zachor	Weekday Morning (bris)

Other: \_\_\_\_\_



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I understand and agree that my total rental fee pursuant to the above schedule of fees is \$\_\_\_\_\_

**\*\*THE ENTIRE FEE DESIGNATED ABOVE IS REQUIRED AT THE TIME OF BOOKING, NO BOOKING IS CONFIRMED WITHOUT PAYMENT\*\***

**CATERING:**

Caterers may be used so long as their Hashgacha is cleared in advance with the Rav of KAY. Therefore, you must inform KAY who will be catering in advance of the event and obtain clearance for that caterer. It is your responsibility to confirm our acceptance of your caterer before finalizing your booking. We reserve the right to exclude any caterer whose Hashgacha is not acceptable to the Rav of KAY. You are also required to have a mashgiach present for your event.

**SECURITY DEPOSITS:**

A security deposit of \$500 is required for all events. An additional security deposit of \$1,000 is required for outdoor use when a tent is being is being rented. Security deposits will be processed as a hold on your credit card.

**Credit Card Information**-All reservation requests MUST fill out their credit card information as part of the security deposit:

Name on card\_\_\_\_\_ Credit Card Type:\_\_\_\_\_

Credit Card Number\_\_\_\_\_

Expiration Number\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ CVV\_\_\_\_\_

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

City\_\_\_\_\_ State\_\_\_\_\_ Zip code\_\_\_\_\_

By signing below, I hereby authorize KAY to charge my credit card a security deposit fee:

Signature X\_\_\_\_\_

**INSURANCE:**

A Certificate of Insurance must be provided to KAY in connection with the event. The Certificate must indicate the amount of liability insurance maintained by the caterer and reflect that "Cong Ahavas Yisrael Inc" has been added as an additional insured on the policy in connection with the event. The certificate must be received two weeks prior to the scheduled event. If the Certificate of Insurance is not received timely, your booking may be cancelled and the rental fee refunded less a \$200 fee.



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### **CONTRACT TERMS:**

This is a contract for the rental of the KAY Simcha Hall. Unless otherwise provided in this contract, rental of the Simcha Hall includes use of the Simcha Hall and kitchen facility ONLY. This contract DOES NOT permit use of outdoor areas or the sanctuary (or Torah scrolls) without KAY's prior written authorization.

Your caterer must provide warming ovens and any other equipment. If the caterer determines that the kitchen facility does not have sufficient equipment for your event, it will be your responsibility to supplement the existing equipment. Your caterer may not cook on the premises. No grease or greasy foods may be poured down any drain in the building. The caterer must comply with all applicable laws and regulations. This equipment must be stored in the KAY facilities. Under no circumstances will a truck be permitted to be in the driveway over Shabbos for either storage or to house additional equipment without permission from the Board of KAY. In addition, if the caterer determines that there is a need for additional temporary electrical service, the arrangements must be made no later than two weeks in advance and approved by the Board of KAY. In addition, KAY reserves the right to require the furnishing of evidence of insurance by the electrician with "Congregation Ahavas Yisroel" added as an additional insured.

Candles are not permitted to be lit in the Simcha Hall.

Available for use are the shul banquet tables, round tables and stackable chairs. All tables and chairs must be returned to their original place after use.

The Simcha hall and kitchen must be left broom swept and otherwise clean. All garbage including boxes and recyclables must be bagged and placed neatly in the designated garbage containers located in the parking lot. The caterer is also responsible for ensuring that the outdoor area is cleared of debris after the simcha. If it is determined that the garbage has not been disposed of as set forth above, KAY will charge a \$300 clean up fee which will be deducted from the security deposit.

Except for affairs taking place on Shabbos, all items including leftover food, warmers, serving pieces flowers and décor must be removed promptly on the same day of the event. For Shabbos events, the items need to be removed Saturday night after Shabbos, unless prior written arrangements have been made with KAY.

Please communicate with your caterer to ensure that these rules are adhered to. Failure to comply with these conditions will impact the amount of the security deposit returned and the future use of the hall by this caterer.

Under no circumstances may anything be taped, stapled, nailed, or in any other manner affixed to the walls or ceilings of the hall or any other part of the building. You will be responsible to pay for repairs



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needed as a result of any damage caused by a violation of this provision. You are responsible for any damage to the building or any other loss incurred by KAY caused by you, your caterer or those attending the event.

The Simcha Hall will be inspected after the simcha to ensure everything is in order and that there has been no damage to the facility. Once that has been completed you will be entitled to a return of your deposit within seven days after your event.

All payments may be made on the shul's website, [www.kshul.com/payment.php](http://www.kshul.com/payment.php)

### **ADDENDUM FOR OUTDOOR USE:**

Use of the patio, yard and any proposed tenting must be approved in advance and may be allowed subject to the following:

1. The tables and chairs provided by KAY may not be brought outside.
2. The caterer is responsible for cleaning any outdoor debris resulting from the Simcha.
3. An additional rental fee of \$400 will be charged for outdoor use without the use of a tent.
4. An additional rental fee of \$800 will be charged for outdoor use when constructing one or more tents outdoors.
5. If a Tent is used, "Cong Ahavas Yisrael Inc" must be added as an additional insured and a certificate provided to the shul in advance of the event.

NOTES: \_\_\_\_\_



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This agreement represents the sole and entire agreement between the parties hereto and supersedes all prior representations, negotiations, promises, understandings or agreements, between the parties with respect to the subject matter hereof.

ACKNOWLEDGED, ACCEPTED AND AGREED:

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date