



# Facility Agreement

Name:	
Child's Name (if Bar/Bat Mitzvah):	
Address:	
City/State/Zip:	
Email Address:	
Home Phone:	Cell Phone:
Event Type: Dinner   Luncheon   Reception   Wedding   Other: _____	
Date of Event:	Start and End Time of Event:
Room Requested:	Number of People Expected:
Event Type: Dinner   Luncheon   Reception   Wedding   Other: _____	
Date of Event:	Start and End Time of Event:
Room Requested:	Number of People Expected:
Caterer/Vendor:	Contact Person:

## REGULATIONS:

- ALL food served must adhere to **kosher - style** regulations. The following products are prohibited: pork and ALL pork products (i.e. ribs, ham and bacon), ALL shellfish (including shrimp, clams, mussels, oysters, crabs and lobster). Meat and dairy may not be served at the same event.
- No liquor can be *stored* at CRJ prior to the event.
- For weekend events, all set-ups must be completed one half hour before the service begins.
- Set-ups must be received and approved 2 weeks prior to event
- No decorations or displays requiring **tape or stapling** to the walls, ceilings, doors or any part of the building.
- No place cards permitted at a Bar/Bat Mitzvah Kiddush Luncheon.
- Smoking is prohibited in all Temple buildings at all times.
- Loose unwrapped candy or gum of any kind is not permitted.
- No fragrant flowers of any kind are permitted on the bima.
- No candles permitted.
- No furniture in the hallways may be moved during events

## **CLEANING REQUIRED:**

- If dishwashing is required at our facility, there is an additional fee of \$200.
- Caterers, Florist and other Vendors are completely responsible for clean-up after function is over. Otherwise, the \$250 Deposit will not be returned.
- In addition, if CRJ's maintenance staff is needed for additional clean-up or set-up, a fee of \$40 per hour per maintenance staff member is charged.
- Caterers may not use CRJ's dishwashing machine.
- If the deep fryer is being used caterers must supply their own oil, and let us know in advance
- **Leftover foods** are to be wrapped and taken with you or refrigerated for pickup.
- **Social Hall:** Tables and chairs are to be cleared and left in place.
- **The Kitchen:** Should be left the way it was found, caterer is responsible for all clean up

## **ROOM SET-UP/FLOOR PLAN:**

- All food to be served on Friday night and all equipment for its preparation and serving must be delivered to the building no later than **10:00 AM on Friday**, for a Bar/Bat Mitzvah.
- For weddings or other celebrations, please coordinate delivery of food with the Program Director.
- Please coordinate floor plans, and have them approved with the Program Director at least two weeks in advance of event.
- All food and drink must be confined to the inside the room being used (Social Hall of MPR)

## **SECURITY:**

- The Temple provides security for Shabbat services and a Bar/Bat Mitzvah until 2 pm.
- If you are hosting a Kiddush Luncheon or evening party, you are required to provide additional security hours, at a rate of \$40 per hour (minimum 4 hours) past 2 pm.

## **INSURANCE/SECURITY DEPOSIT:**

- The Caterer will, within 5 days after signing this Agreement, but not later than 25 days prior to the Event, deliver to Congregation of Reform Judaism a Certificate of Insurance in the name of the Caterer of Worker's Compensation Insurance; General Liability and Product Liability Insurance in the amount of One Million dollars (\$1,000, 000) naming CRJ as an Additional Insured; and property damage limits of Five Thousand (\$5,000) to Twenty Five Thousand (\$25,000) dollars.
- In addition, the Caterer agrees to hold harmless CRJ from any liability to anyone for injuries sustained through the negligence of the Caterer, its Agents or Employees.
- A deposit of Two Hundred and fifty dollars (\$250) from each Caterer or Congregant must accompany application. This deposit will apply to any loss or damage to the building or equipment and will be returned only after complete physical check of the property by an Agent of CRJ. If loss to building or equipment exceeds Two Hundred and fifty dollars (\$250), applicant and Caterer/Congregant will be responsible and liable for said damages.

**LIABILITY:**

- CRJ assumes no responsibility or liability for damage or loss to personal or business property and all such property including vehicles brought onto the premises shall be at owner’s risk.
- Valet Parking will require the same Insurance coverage and Security Deposit required, as described above.

**BUILDING USAGE COSTS:**

- ALL caterers and outside vendors are required to pay a \$200 building usage fee per event.
- ALL caterers and outside vendors are required to submit a refundable \$200 security deposit for building usage prior to the event.
- Rental of rooms include tables, chairs, and maintenance for 4 hours.
- Security is mandatory for all events at the rate of \$40 per hour for a minimum of 4 hours.
- Unless otherwise noted, all events MUST conclude by 11:00 PM.
- If you are using the building during evening or weekend hours when we are closed, there is an additional fee of \$40 per hour, per CRJ maintenance staff member.
- Due to building coverage, if your event or breakdown of your event extends beyond 11PM, there will be an additional fee of \$40 per hour, per CRJ maintenance staff person.

**PRICING (based on a generic set-up):**

***\*MEMBERS***

Family Dinner: Goldman Social Hall (0-60ppl)	\$250
Luncheon: Goldman Social Hall (0-150ppl)	\$500
Luncheon: Goldman Social Hall (151-200ppl)	\$650
Extended Luncheon (until 4pm) (0-150ppl)	\$700
Extended Luncheon (until 4pm) (151-200ppl)	\$825
Evening Reception (6:30 - 10:30pm) (0-150ppl)	\$1500
Evening Reception (6:30 - 10:30pm) (151-200ppl)	\$1500

\*includes 2 hours for vendor setup and 1 hour for vendor cleanup

All room Rental fees include maintenance, security, tables, and chairs.

**\*FOR MEMBERS:** - All accounts must be current at least 30 days prior to the event.

By signing this agreement, you acknowledge, understand, and agree to abide by all the facility rules.

Congregant

Temple Representative

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Bookkeeping Worksheet

(ALL FEES ARE DUE 30 DAYS PRIOR TO EVENT)

Name \_\_\_\_\_

Event Date \_\_\_\_\_

FEE'S	
Deposit (\$250)	
Room Rental _____ (Balance due 30 days prior to event)	\$
Dishes/Glassware Dishwashing (\$200 per event)	\$
Wedding in Sanctuary (\$165)	\$
Chuppah for Wedding (\$175)	\$
Security (\$40 per hour, per deputy) (4 hour minimum) (CRJ Provides security for Shabbat Services/Luncheons from 9:30am - 2 pm)	\$
Additional Maintenance Hours (\$40 per hour - see details above)	\$
Internet Streaming (\$75) (unmanned wide screen shot)	\$
Use of Audio/Video recording of service/wedding (\$250)	\$
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>

Deposit \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Ck# \_\_\_\_\_ Credit Card \_\_\_\_\_ Exp Date \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Ck# \_\_\_\_\_ Credit Card \_\_\_\_\_ Exp Date \_\_\_\_\_

Paid in Full \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Ck# \_\_\_\_\_ Credit Card \_\_\_\_\_ Exp Date \_\_\_\_\_