

# Facility Usage Guide & Rental Agreement Form

The Jewish Center of Atlantic Beach  
100 Nassau Avenue  
Atlantic Beach, New York 11509  
516.371.0972

Thank you for choosing to hold your event at The JCAB. Please feel free to call our office with questions or concerns and know that we are here to help you along the way.

We look forward to working with you!

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## **RESERVING THE SOCIAL HALL**

What follows is a step-by-step process to reserve space at The JCAB.

1. Contact the Executive Director if you are interested in using the Social Hall for your celebration. All religious events, ceremonies and services must be approved by the Rabbi.
2. Please consult with the Executive Director for approval of the caterer and vendors you wish to use (before any contracts are signed). Kindly share this Facility Use Guide with prospective vendors to give them an understanding of all facility rules and regulations.
3. In order to secure your reservation, please submit the Facility Use Contract as soon as possible with a 50% deposit.
4. Room set-ups including layout diagrams should be submitted to the shul office no less than three days prior to the event.

## **WHO MAY USE THE JCAB**

Members: JCAB facilities are available on a reserved basis to members and their immediate families for brissim, Bar/Bat Mitzvahs, engagements parties, and adult dinner and luncheon parties. Children's birthday parties and celebrations other than Bar and Bat Mitzvahs are not permitted.

## **SPACE & EQUIPMENT AVAILABILITY**

The JCAB is a fully compliant ADA facility with an elevator. It is also a completely air conditioned building.

- **Social Hall:** can accommodate 160 people seated at 60 inch round tables with a buffet set up in the middle of the room (10 at a table): can accommodate 200 people seated for a plated meal.
- **Main Sanctuary & Irwin Peyser Bet Midrash:** available for religious services and life cycle events. The Main Sanctuary will have seating for 400, IPBM 80. No food may be served in these spaces.
- **Available Equipment**
  - Sixty inch round tables – 20
  - Eight foot banquet tables – 8
  - Six foot banquet tables – 6
  - Chairs: 200 ballroom chairs

## **BUILDING USE FEES & PAYMENTS**

A deposit of 50% of the room charge and security fee is required to secure the reservation. Following the event, you will receive a statement detailing the remaining charges, and we ask that the balance be paid within 30 days. There must be a credit card on file with the Executive Director.

The Building Usage Fees include the presence of a JCAB custodian at your event and use of tables and chairs in the Social Hall. The fee does not include set-up and clean-up, linens, paper-goods, food or beverages.

### **Building Usage Fees:**

Social Hall & Custodial Fee	2 hour function for 50 people or less.....	\$400
Social Hall & Custodial Fee	4 hour function for up to 200 guests.....	\$1000
Security Fee	\$150 for 2 hour event, \$300 for 4 hour event (includes 1 security guard for up to 4 hour coverage)	

## **CATERED EVENTS**

Catered events are defined as either sponsored shul events or private events.

**SPONSORED SHUL EVENTS:** We welcome sponsored shul events which include Kiddush luncheons, Seudah Shlishit and YomTov meals that are by definition open to the entire congregation. Alcohol is limited to wine served for making kiddush. The JCAB covers security for these events. Sponsors simply paying for JCAB orders need not complete The Facility Use Agreement nor provide certificates of liability insurance and kashruth. Sponsors using their choice of caterers must provide certificates of insurance and kashruth.

**PRIVATE EVENTS:** are any other events scheduled outside of regular shul services. Hosts must provide certificates of insurance and kashruth, as outline below.

Please note: The JCAB Social Hall is reserved for Shabbat and YomTov Kiddushim for the entire congregation. The options for hosting a private Kiddush luncheon (Shabbat or Yomtov) are limited to using the JCAB Sukkah area or the lot on Montgomery Avenue. Special fees and considerations apply – please contact the Executive Director for more information).

- **PROOF OF LIABILITY INSURANCE AND WORKERS COMPENSATION:**

Hosts must provide certificates of liability insurance for all vendors. That means an Acord form must be submitted from **all vendors** (caterer, florist, musician, photographer, videographer, entertainment) naming the date of the event, and providing provide proof of liability and worker’s compensation, and it most importantly naming the Jewish Center of Atlantic Beach as “an additionally insured” on the liability portion of the certificate. The insurance policy must have a minimum policy limit of \$1 million of liability for any such injury or damage, with a general aggregate limit of \$2 million.

Is the host’s responsibility to ensure that this is received at least one week prior to the event.

## **CATERERS:**

A list of approved caterers is available at our website:

[www.jewishcentererofatlanticbeach.org](http://www.jewishcentererofatlanticbeach.org) or call the JCAB Executive Director for more suggestions. Caterers must provide both a certificate of Kashruth and a certificate of insurance (below) written specifically for your event.

- **Certificate of Kasthruth & Off- Premises Liquor License**

In addition to caterers providing a certificate of insurance specifically for your event (above), the caterer must present a current Certificate of Kashruth with Orthodox

rabbinical supervision that meets with our Rabbi's approval. If your event involves serving alcoholic beverages, the caterer must have an off-premise NY State Caterer's Alcohol Permit and food must be served at such an event.

- **Full Service Catered Events:** For private events such as a Friday night dinner, Bar/Bat Mitzvah reception, Bris or personal celebrations, the host must engage the services of an approved full-service caterer. The caterer will be responsible for providing food & beverages, linens, tableware, wait staff and items for buffet cooking stations, serving and cleaning up. The caterer is responsible for providing a mashgiach. Caterers may only use one kitchen (meat or dairy) for an event. We strongly suggest that the caterer visit The JCAB to make a careful evaluation of his/her preparation, storage and food warming needs as The JCAB has no facilities for cooking and limited facilities for warming, refrigerating and freezing foods. Hot water urns (without coffee-making function) are available for a caterer's use. The JCAB does not have an ice machine. **Allergy Alert:** The JCAB, hosts & caterers aim to be respectful of allergic patrons by removing foods with sesame seeds and nuts from their menu.

In addition, caterers' responsibilities include setting and clearing tables, leaving the kitchen in the same manner in which it was found prior to the event, and properly disposing of all refuse and recycling to the appropriate bins in the outdoor shed.

Catering trucks can be loaded and unloaded in the back of the building on Oneida Avenue. If you are expecting a truck to be parked overnight for Shabbat or Yomtov, prior permission must be obtained from The JCAB with the approval of The Village of Atlantic Beach.

- **Drop-Off Catered Events:** Drop-off food is permitted for sponsored Kiddush luncheons, Seudah Shlishit and Yom Tov meals that are open to the entire congregation and in accordance with normal Sabbath and YomTov observance. For any drop-off that requires the use of the kitchen (heating up the food, or other food preparation) or plattering, our shul mashgiach must be engaged. All food for a drop-off event must arrive sealed. Cold and room temperature food and bakery items that are sealed, pre-plattered and ready to be placed on the tables only require the service of a mashgiach for delivery to The JCAB.
- **Food Deliveries**  
All deliveries must be arranged with the JCAB office prior to the event as storage of items is limited. Food or catering equipment should not be delivered more than two days prior to the event and all pickups must be arranged the next business day following the event. Friday deliveries must take place before 3:00pm when the Synagogue offices close. The JCAB is not responsible for the security of food or equipment.

**PHOTOGRAPHY AND VIDEOGRAPHY:**

Photography and videotaping are not permitted on Shabbat and YomTov. We are happy to schedule a date before or after your event with access to the Sanctuary or IPBM for photography and videography.

**FLOWERS, BALLOONS, & DECORATIONS:**

Decorations may not be attached to the walls, ceiling or furnishings, or wallboards. As safety is of the utmost importance, we ask that you do not block doorways or hallways. The maintaining and cleanliness of the building is a major concern, and we ask that confetti, glitter, loose small candies (e.g. M & M's) not be used as part of the decorations, and caterers are responsible for the removal of these items. Candle arrangements are not permitted in the Sanctuary other than the use of Havdalah candles on Saturday evening.

**PARKING:**

In the winter, there is parking on the side of the building (Park Street between Nassau & Oneida Avenues), street parking, and limited parking on Ocean Blvd. In the summer, parking is not allowed on Village streets between 10 am -5 pm. If you are expecting a large crowd, we may be able to get permission from The Village of Atlantic Beach for extended parking privileges. Please give The JCAB office two week's notice to make these arrangements. Violation of parking rules in Atlantic Beach may result in a ticket, which will not be the responsibility of The JCAB. Should you hire some mode of transport for your guests (e.g. bus or shuttle van), we ask that you alert the Executive Director. Hiring a valet parking service is not permitted.

**SECURITY:**

As security is very important at The JCAB, we insist that security personnel be retained for your private party. The JCAB will take care of this for you. For a sponsored kiddush luncheon following a Shabbat Bar or Bat Mitzvah, The JCAB will cover the expenses for security for 5 hours from morning services through the 1:30 pm leaving ample time to enjoy the kiddush luncheon.

**SMOKING:**

The JCAB does not permit smoking anywhere in the building or on its premises.

**DECORUM:**

The JCAB first and foremost is a place of worship, and we ask that any celebration be respectful. We expect that you, your guests and vendors will exercise good judgment in behavior, language and dress. Hosts will be responsible should damage occur anywhere in the building.

## Facility Usage/Room Rental Agreement

THE "AGREEMENT" is between The Jewish Center of Atlantic Beach, Atlantic Beach, New York and \_\_\_\_\_ (The "Host"), for the use of the facilities at The Jewish Center of Atlantic Beach, 100 Nassau Avenue, Atlantic Beach, New York 11509.

- 1. Rental Agreement and Fee.** The Jewish Center of Atlantic Beach will make available for the Host's use:  
the Premises \_\_\_\_\_ (indicate which rooms needed, IPBM, Sanctuary/and or Social Hall)  
From \_\_\_\_\_ to \_\_\_\_\_ (specific "Times")  
for the purpose of \_\_\_\_\_ (the "Function")  
on the \_\_\_\_\_ day \_\_\_\_\_ (month), \_\_\_\_\_ [year]

In consideration of the Premises, the JCAB member will pay The JCAB a fee of \$ \_\_\_\_\_ ("room rental fee and security fee"). The deposit of \$ \_\_\_\_\_ (50% of fee) is due at time of reservation and the balance is due in full thirty (30) days prior to the Function.

By signing this contract, you agree to be responsible for any damage caused by you, your guests or those you hire or bring into The JCAB for your event. Please be advised that any events going over the 2 or 4 hour time limit will accrue at the rate of \$150 per hour.

- 2. Agreement:** The Jewish Center of Atlantic Beach and the Host have signed this Agreement on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_ Date \_\_\_\_\_.

*The Jewish Center of Atlantic Beach*

By: \_\_\_\_\_ Date \_\_\_\_\_.

*Host*

Credit Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Third party info, if responsible for paying bill: