

Congregation Bais Tefilah of Woodmere Simcha Hall
403 Edward Avenue, Woodmere, NY 11598
"CBTW Simcha Hall" Rental Contract
BTWsimcha@gmail.com
(516)647-6851 or (516)313-6872

EVENT

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 CBTW?

Schedule of Fees:

Member/ Non-Member

Kiddush for Entire Shul	\$80	N/A
Single Event	\$600	\$850
Both Fri night and Sat Lunch	\$1000	\$1250
Both meals + Kiddush	\$1000	\$1500
Shalom Zachor	\$300	\$450
Shalosh Seudos – Add on	\$200	\$250
Shul Use Add-on	TBD	TBD
Outdoor Use – Add on	\$400	\$400

Room needed for (please circle all that apply)

Fri night dinner

Shabbos Kiddush

Shabbos Lunch

Motzai Shabbos

Shalosh Seudos

Sunday/ Weekday

Shalom Zachor

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

BTW maintains a list of preferred caterers which includes:

Aaron Zelman
Traditions
Gotta Get a Bagel

Other Caterers may be used as long as their Hashgacha is cleared in advance with the Rav of Bais Tefilah. As a result, you must bring this fact to our attention so that we may 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 BTW.

SECURITY DEPOSITS

A security deposit of \$500 is required when a preferred caterer is used.

If a non-preferred caterer is used, a security deposit of \$1,500 is required

An additional security deposit of \$500 is required for outdoor use (with no tent)

An additional security deposit of \$1,000 is required for outdoor use when a tent is being is being rented.

Security deposits must be paid by check 2 weeks prior to the scheduled event.

If the security deposit is not received by that date, your booking will be cancelled and the rental fee will be refunded minus a (\$200) fee.

INSURANCE

If a non-preferred caterer is used, a Certificate of Insurance must be provided to CBTW in connection with the event. The Certificate must indicate the amount of liability insurance maintained by the caterer and reflect that CBTW has been added as an additional insured on the policy in connection with the event. The certificate must be received 2 weeks prior to the scheduled event.

If the insurance certificate is not received by that date, your booking will be cancelled and the rental fee will be refunded minus a (\$200) fee.

CONTRACT TERMS

This is a contract for the rental of the Bais Tefilah Simcha Hall ("CBTW"). Unless otherwise provided in this contract, rental of the Simcha Hall includes use of the hall and kitchen facility ONLY. It **DOES NOT** permit use of Simcha Hall Basement, outdoor areas or the sanctuary without 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. This equipment must be stored in the BTW facilities. Under no circumstances will a truck be permitted to be in the driveway over Shabbat for either storage or to house additional equipment. 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 CBTW. In addition CBTW reserves the right to require the furnishing of evidence of insurance by the electrician with CBTW added as an additional insured.

Please be further advised that candles are not permitted to be lit in the Simcha Hall.

Available for use are four (8 foot) banquet tables and eight (5 foot) round tables and 100 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 area on the corner of Peninsula and Edward Avenue. 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, CBTW 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 CBTW.

Please communicate with your caterer to ensure that these rules are adhered to. As indicated above, failure to comply with these conditions will impact on the amount of the security deposit returned.

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 needed as a result of any damage caused by a violation of this provision.

You are responsible for any damage to any part of CBTW 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 checks are payable to Congregation Bais Tefilah.

Rental Fee: _____

Received _____

Check # _____

Security Deposit: _____

Due By _____

Check # _____

ADDENDUM FOR OUTDOOR USE

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

1. The Tables and Chairs provided by BTW 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. **An additional security deposit of \$500 will be required for any use of the outdoors (without the installation of a tent). An additional security deposit of \$1,000 will be required for any use of the outdoors which includes the installation of a tent.** All or a portion of the security deposit may be withheld if there is damage to the backyard or patio, if CBTW furniture is brought outside or if trash and other debris from the Simcha is not properly disposed of.
6. If a Tent is used, Congregation Bais Tefilah must be added as an additional insured and a certificate provided to the shul in advance of the event.

NOTES: _____

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 Date

Print Name

CBTW by