

**Congregation Beth El Keser Israel**  
85 Harrison Street, New Haven, CT 06515-1724 (203) 389-2108 x114

**ROOM USAGE AGREEMENT FOR BNAI MITZVAH**

NOTE: Members must be current with all BEKI obligations or have finalized financial arrangements with the Office Manager and/or Treasurer at least 3 months before the function.

Today's date: \_\_\_\_\_ Requested date of b'mitzvah: \_\_\_\_\_

Name of b'mitzvah celebrant: \_\_\_\_\_

Name of adult(s): \_\_\_\_\_

For evening party: Start/End Time of Event: \_\_\_\_\_

(Note: Events must end by midnight.)

\_\_\_ Yes, I want to use Sisterhood tablecloths. Contact Harriet Friedman, 203.675.8607. You are obliged to return them—washed and folded—within ten days. Other options: You can purchase disposable tablecloths or your caterer can provide linens.

Name of Kosher Caterer: \_\_\_\_\_

Caterer Contact Person and Phone Number: \_\_\_\_\_

Approximate Number of invited guests: \_\_\_\_\_

You must agree to the terms as listed below:

- There is no smoking anywhere on the property at any time.
- All decisions regarding allowable activities are at the Rabbi's discretion.
- The use of musical instruments, recordings, and photography is not permitted in the synagogue on Shabbat and Festivals.
- BEKI is not responsible for property left on the premises.
- You must supply responsible adults (at least 21 years old) to be chaperones at all children's events. These adults must be present when the first child arrives and stay until the last child leaves.
- You will be responsible for any damage to the facilities caused by your event.
- All external doors must remain locked, never propped open. For evening events, you must arrange a door greeter plan with the Office Manager.
- All **kashrut** policies, including BEKI's **fair trade chocolate** policy, must be followed. The caterer's delivery must be scheduled with the Building Manager and BEKI's kashrut supervisor. The inventory must bear the signature or seal of the caterer's kashrut supervisor.
- For events taking place on Saturday night, please note that all delivery and set-up must be accomplished before or after (but never during) Shabbat. The starting time of the event (which in the summer could be after 9 pm) must be approved in writing by the BEKI Rabbi.
- Vendors must provide proof of at least one million dollar property & liability insurance and name BEKI as additional insured.
- All supplies must be removed from the property promptly after the events; arrangements should be made with the Building Manager.
- Office Manager Peggy Hackett should be contacted for further clarification.

## ROOM RATES

*Additional fees may apply for Sundays or Public Holidays.*

**Reservation fee** (to be applied towards total costs) \$150

### Security Guard

BEKI will hire, but you will need to pay for a Security Guard at \$45 per hour, minimum of 4 hours.

**Catered lunch** in social hall (2-hour max) \$350  
Additional per hour \$75

This fee does not include caterer or vendor costs but does include announcement and publication of sponsorship, kashrut supervision, use of the kitchen by a kosher caterer, wine and grape juice, set-up and clean-up of the room, trash removal and standard custodial services.

**Dinner Party** in social hall (4-hour max; must end by midnight) \$500  
Additional per hour \$75

This fee includes kashrut supervision, use of the kitchen by a caterer, setting up and clean-up of the room, trash removal and standard custodial services. BEKI will hire, but you will need to pay for a chaperone at \$20-\$30 per hour.

### Children's Room

By special arrangement. Please contact Office Manager Peggy Hackett.

### Payment Schedule

- a) The reservation fee is due when the date is booked.
- b) Four months before the event: One-half payment of fees is due, or payment in full if total is less than \$400.
- c) Two months before the event: Balance due, along with updated number of guests.
- d) There is a penalty of 5% of the current balance due on any late scheduled payment (minimum penalty \$20).
- e) Unforeseen items/charges must be paid within 15 days after the event.

**Total Fees for this event:** \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_ On Behalf of BEKI: \_\_\_\_\_